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ABSTRACT

Logistics, a support mission, is vital to the successful operation of the Colorado Outward Bound School (COBS) courses. Logistics is responsible for purchasing, maintaining, transporting, and replenishing a wide variety of items, i.e., food, mountaineering and camping equipment, medical and other supplies, and vehicles. The Logistics coordinator works directly with the course director. This handbook provides the basic information needed by a Logistic coordinator. The information pertains to: the coordinator's job description; staff purchases and discounts (supplier, item, and discount percentage); base operations; vehicles and vehicle maintenance; equipment issue and turn-in procedure; maintenance and use of OPTIMUS stoves; first aid responsibilities; accident report procedures; accounting and control of prescription drugs; helicopter alert procedure; notification sequence in case of serious accident in the field; fresh food resupply for the different areas; fresh food menus; administrative and closing procedures; and map ordering procedure. Also included are: copies of the vehicle incident report, equipment invoice, sewing charges sheet, store invoice, field expense record, purchase orders, disbursement requisition, and personal effects receipt; and listings of standard student equipment for summer course, summer and winter clothing, standard first aid kits, and dry food and rations. General student information is given. (NQ)

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LOGISTICS

HANDBOOK

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
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1976

RC009898

Maria Snyder for CC
Outward Bound

YOU WANT IT WHEN?

INTRODUCTION TO LOGISTICS

The Logistic function is vital to successful operation of Outward Bound courses. From beginning to end, it is the responsibility of Logistics to purchase, maintain, transport, and replenish a wide variety of items including food, mountaineering, and camping equipment, medical and other supplies, vehicles, and dozens of other items.

The program director has taken the greatest care in selecting the finest program staff available. Outward Bound prides itself on the quality courses we are able to offer and the high caliber instructors who are able to provide this unique experience.

All this is for naught if Logistics is not able to provide adequate support for the courses. As we depend heavily on you, the school expects a great deal of commitment on your part.

Logistics is a support mission - - responsible for having the right thing at the right place at the right time. You will work effectively with the course director from whom you will receive directions for course resupplies, transport, and equipment needs. You are accountable to the Logistics manager in Denver.

This manual can only provide the basic information you will need as a Logistic coordinator. You must rely to a great extent on your individual ability to cope with situations which cannot be covered in a manual. Common sense and your ability to meet unusual situations will be your greatest assets. These were the basic criteria used in selecting you for this position.

The Denver Logistics office (837-0880) and warehouse (623-2070) will support you in your efforts to supply needs of the course you are assigned to. Telephone us for assistance or advice. Your comments and suggestions will be appreciated.

Best of luck to you, and I hope that your position with Outward Bound enables you to find more than a monthly paycheck.

Colorado Outward Bound School
945 Pennsylvania
Denver, Colorado 80203
PHONE: 303 837 0880
(The above is the current address of the Colorado Outward Bound School: please make note of it as many of the enclosed forms will bear an outdated address.)

MEMO TO: All 1976 Program Staff
FROM: John Evans
SUBJECT: Pre-summer Information

The following information has been compiled to assist you in making your plans for the summer. You may notice that some items of information are missing; among them: as yet, some base facilities have not been finalized; the confusion over personal insurance coverage has not been cleared up; and September mountain courses have not been assigned areas at this time.

SALARIES: In our efforts to relate salary to quality instruction, this is the latest step on the way (see December staff memo). Instructors start at $500 for the first course, then go to $550 for courses two and three; then $600 for the fourth, fifth, and sixth courses; topping out at $650 for the seventh and above courses. The pay for assistants will be at $300 and we will continue to try to promote assistants to instructor positions after a couple of courses.

ORIENTATION: We have changed the orientation format. We are trying to shorten the time involved and make what time we do have more appropriate to Course Directors', and their instructors', needs. The orientation falls into three parts with returning staff involved only with parts two and three.

PART ONE: New staff will meet for a special session; suggested date May 28-31 (details to follow).
PART TWO: A dinner/general meeting will be held for all new and returning staff in the Boulder/Denver area on June 4 (details to follow).
PART THREE: Course Directors will plan area orientations specific to the needs of the instructors and course area. Course Directors may contact their staff sometime during the spring (details to follow).

COURSE FOOD: In 1976, staff will receive a food allowance of $3.00 per day for twenty days of the course. This check for $60.00 will be issued with your paycheck and is to include the usual seventeen days of dry food and three days of food while students are on solo. All staff will be issued the same fresh resupply meals which the students get on course.

Should it be impossible to purchase your own food prior to the beginning of a course, staff may make special arrangements with Denver Logistics to have dry food sent to the program area. In this event, please contact the Logistics office as soon as possible, but in no case later than two weeks before the course begins.

CONTINUED

MEDICALS: Regarding the variance mentioned in the December memo, all returning staff may keep their previous medical exam forms as the current medical requirement. New staff are asked to complete the enclosed medical exam form and return it to the Colorado Outward Bound School no later than May 25. This form will be kept on file for employment in future years. A medical history form filled out by the individual instructor may be required on request. The Program Director may also request in special circumstances, such as an extended period of time between previous employment and the present, a medical exam completed by a physician.

THE ASSIGNMENT OF COURSE DIRECTORS IS AS FOLLOWS:

AREA	COURSE DIRECTOR
Holy Cross	Steve Andrews
Gore	Gary Simonson
Collegiates	Susan Kinne (June) Leslie Emerson (July & August)
Marble	Jerry Golins (June & July) Marlene Simonson (August)
Sangre de Cristo	Dennis Hogan
West San Juans	Chris George
North San Juans	Baker Rawlings
South San Juans	George Corn
Utah	Susan Kinne (Spring) Chris Brown (Fall)

VW/2/76/vw

STAFF PURCHASES

1. STAFF PURCHASES are for the benefit of Outward Bound instructors so that they may purchase quality gear at reasonable prices, thus enhancing their value to the Outward Bound organization. Outward Bound cannot be responsible for delays in shipping which may inconvenience staff members. We will do our best to get your equipment to Denver as quickly as possible.

2. TO QUALIFY, an individual must be either currently employed or to be employed during the ensuing sixty days. NO staff purchases are allowed after completion of your last course.

3. PAYROLL DEDUCTIONS may be made if order is received at the Denver Logistic Office prior to the start of the last course which the individual is instructing. After the start of the last course, payment in advance is required for both item and postage to Denver. No payroll deductions may be allowed after August 1st except for winter instructors. Orders should be placed on the printed staff order form.

4. DELIVERY. Items ordered for staff use will be delivered to the Denver warehouse where they may be picked up. Purchases will not be mailed or shipped to other addresses. The only exception to this regards staff purchases which may be delivered to Outward Bound Base Camps when special arrangements are made.

5. REGULATIONS. Please do not ask for exceptions to these rules. It is not possible for us to extend the limit on payroll deductions. Because certain suppliers have questioned the validity of some of our staff purchases, we believe that enforcement of staff purchase regulations will benefit all legitimate Outward Bound employees.

6. PLEASE CONTACT Hugh Downey at the Denver Logistics Office (825-0880) or Ron La Motte at the Denver warehouse (623-2070) if we can be of service to you.

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Staff discounts are a service which Outward Bound is pleased to offer to its employees. It offers the instructor the opportunity to purchase quality equipment at a considerable savings. Most of the porblems associated with staff purchases have been eliminated, but there is still a terrific volume (over 300 purchases in 1975). The single difficulty which we have no control over is delay in shipping. Two or three of our suppliers are notorious for this, and Outward Bound cannot be responsible for delays which cause inconvenience to staff. We will do our best to get your equipment to Denver as quickly as possible.

To Qualify, an individual must possess an employment contract with Colorado Outward Bound School. Any exception must be approved by the The Porgram Director or Project Director.

Orders should be placed on the printed staff order forms. On the fifteenth day of each even numbered month purchase orders will be sent to the manufacturers or suppliers of the equipment you have ordered.

Payment may be made either in advance or deducted from the next paycheck. In either case, payment must be made before the order may be picked up. In 1976 there will be a 10% surcharge made to your order. This will be used to pay the 6½% state, city, and county taxes, plus transportation charges.

Delivery of your order will be made to the Denver warehouse - 1322 29th Street, where it may be picked up when paid for. Purchases will not be shipped to other addresses. Exception to this will be made when special arrangements are made for delivery to an Outward Bound Base Camp.

Need Help ? contact Hugh Downey at the Denver office (837-0880) or Ron LaMotte at the warehouse (623-2070). We will be pleased to help.

SUPPLIER	ITEM	DISCOUNT
Lowe Alpine Systems Boulder, CO (Speedy Delivery)	Famous "Lowe Packs" Tents, Overboots, Gaitors & Supergaitors, Climbing Hardware	40%
Neptune Mountaineering Boulder, CO (Good selection of Outward Bound items)	Climbing gear & Mountaineering Equip.	15% with I.D. card
North Face Berkeley, CA (Because of poor service and delivery, we strongly urge you to consider another supplier	Sleeping Bags, Parkas, vests, tents, packs	40%
Recreational Equipment Inc. Seattle, WA (Delivery sometimes slow)	All sorts of camping & Mountaineering Equip., skis, boots, tents, clothing, ropes, Packs, helmets,etc.	Membership prices
Ross Denver, CO	Climbing & Mountaineering skis & boots	20% with I.D.
Snow Lion Berkeley, CA (Because of slow delivery, we urge you to consider another supplier)	Sleeping bags, parkas, vests, booties, - polar-guard products	
Telemark Denver, CO	Cross Country skis & Boots, Mountaineering & climbing gear, camping, etc.	20% with I.D. card
Mountain Chalet Colorado Springs, CO	Camping and Mountaineering equipment	20% with I.D. Card

SUPPLIER	ITEM	DISCOUNT
Carrolls Ltd. Gunnison, CO	Boots, Camping and mountaineering	10% with I.D. Card
Camp Trails Phoenix, AZ	Back packs & frames Tents, Rain Clothing ($200.00 Minimum order)	40% - 50%
Camp 7 Longmont, CO (Highly recommended Usually very fast delivery)	Down bags, Parkas, Down Vests, Stuff Socks, Polarguard bags	40%
Eastern Mountain Sports (EMS) Denver, CO (Good prices on cross country ski packages. Good sales from time to time.	All sporting goods & Mountain Equipment	No discount due to interstate regulations.
Factory Surplus Denver, CO	Surplus, Camping Equipment	Discount with I.D. card
Frostline (Good service, low prices)	Kits for: parkas, Vests, Packs, Tents, Rain gear, Down pants	No discount
Gart Brothers Downtown Denver only	Camping, Skiing, Hiking, water, Backpacking, fish- etc. equipment	Discount with I.D. not already on sale

(See Kent Drummond in backpacking dept. who will approve all discounts - Tuesday through Saturday afternoon and evening only).

Leonard Joseph Co. Denver, CO	All Surplus: Camping Imports, Clothing, Camping, Hardware	Wholesale Prices
Madden Mountaineering Boulder, CO (Good Service - we recommend)	Down and polarguard bags, stoves, climbing gear, packs, ropes, other goodies	20% with I.D. card

STAFF ORDERS

Name_____ Address_____

Phone_____

Supplier_____Catolog No._____Page No._____

Item Description_____Quantity_____

Size_____Color_____Weight_____

Special Details_____

Cost_____Check Enclosed_____

Tax and Handling 10%_____Payroll Deduction_____

Total_____

**NOTE: All information must be included for correct and expedient processing of your order.

STAFF ORDERS

Name_____ Address_____

Phone_____

Supplier_____ Catolog No._____Page No._____

Item Description_____ Quantity_____

Size_____Color_____Weight_____

Special Details_____

Cost_____ Check Enclosed_____

Tax and Handling 10%_____Payroll Deduction_____

Total_____

**NOTE: All information must be included for correct and expedient processing of your order.

INFORMATION SUPPLIED TO OUTWARD BOUND STUDENTS

FOLLOWS ON BLUE PAGES

Colorado OUTWARD BOUND School

General Information

All participants are responsible for arriving at the starting point of the course on time. Patrols will move out immediately after equipment checkout. Since our schedule is very tight and space at the base camps is limited, we must request that you arrive neither early nor late.

TRANSPORTATION - A travel information sheet covering chartered bus service will be provided for each site. Please refer to the schedule pertaining to your course. Be sure to make your return home arrangements prior to arriving on the course.

All baggage should be labeled with your name and home address. Labeling of personal items is optional, but a good idea.

MEDICAL INSURANCE - Each student should be covered by his/her own, or family health and accident policy. Medical bills will be forwarded by the student to the insurance company for payment. Colorado OUTWARD BOUND School has a limited health and accident policy which will cover medical cost beyond the first $25.00 for students not otherwise protected. If medical or hospital charges are incurred, the students will be billed for the initial $25.00.

TELEPHONE AND LETTERS - An important part of the OUTWARD BOUND experience is isolation and seclusion. Students will not be near a phone for any portion of the course. In the event of an emergency, someone will have to hike to them and bring them to the nearest phone - a process which could take two days. Family and friends should be aware of this.

Letter writing is encouraged. Be sure your family and friends have your mailing address. Take into consideration that mail delivery will take much longer than normal. Sometimes as much as 5 days will lapse before mail will reach you even from base camp.

A card with emergency telephone numbers and your mailing address is attached to the transportation sheet.

PARCELS ARE NOT DELIVERED IN THE FIELD - In the case of emergency items, such as medicine, eye glasses, etc., should be clearly labeled and contents noted. Other parcels will be given to students at the end of the course.

SPENDING MONEY - You will not need much money on the course. However, you may want to purchase store items and there is a charge for lost or damaged equipment.

You may wish to have some money on hand for meals and incidentals before and after the course. We strongly recommend that you convert your traveling money to traveler's checks.

COURSE EVALUATIONS - Are sent to parents of students under 18. Older students are given personal (face to face) evaluations at the course closing. Any student over 18 wishing to have a written report to be used as reference should request it in writing prior to the course.

CANCELLATION/REFUND POLICY - enclosed.

ml:4/1/76

Colorado OUTWARD BOUND School

PRE-COURSE TRAINING

In preparation for your course, the school recommends that the following minimum conditioning program be carried out for at least a two-week period prior to arrival at the Colorado OUTWARD BOUND School. It will be much more enjoyable and much easier for you if you are in good shape. We feel the following suggestions will be helpful:

(1) Do 10 pushups, morning and night (more if possible)

(2) Do 5 pullups, morning and night

(3) Do 25 situps, morning and night

(4) Run at least one mile every day

(5) Give up tobacco, drugs, and alcohol as you will at the Colorado OUTWARD BOUND School

(6) If you are overweight, cut down on eating.

(7) Start all of the above NOW

FOOT CARE

Be sure your boots fit properly and are well broken in. Take care of any ingrown toenails, blisters or painful callouses.

DENTAL

Have all dental work done before the course. Remember, you may be a long way from a dentist.

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Colorado OUTWARD BOUND School

CANCELLATION AND REFUND POLICY

Most of the school's operating expenses are incurred in preparing for the students' arrival on the course, and funds must be committed prior to the course start. The school's refund policy reflects the fact that few of these expenses can be recovered on late cancellation.

CANCELLATION PRIOR TO COURSE

Application Fee	No Refund
Cancellation 90 or more days prior to course	Application fee will be retained
Cancellation 2-1 days prior to course	Registration Deposit ($100) and Application Fee ($10) will be retained
Failure of student to arrive for confirmed space on a course	No Refund

REFUNDS DURING COURSE IN PROGRESS

Voluntary Withdrawal	No Refund
Students leaving a course due to illness-	
Day 1 - 5	50% Refund
6 - 9	35% Refund
10 - 13	20% Refund
Day 14 and beyond	No Refund

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YOUR COURSE NUMBER _____

COURSE DATES _____

TUITION	$_____
Application fee Received _____	_____
Scholarship Awarded _____	_____
Registration Deposit DUE _____	_____
BALANCE TUITION DUE _____	_____

INSTRUCTIONS FOR COMPLETION OF ENROLLMENT

TUITION - Tuition may be paid now. It is due 60 days prior to the course starting date. If for some reason full payment cannot be made by _____, please contact the business office for payment arrangements.

STUDENT, PARTICIPANT, ADULT INFORMATION (REGISTRATION) CARD - Please fill and return with your registration deposit.

MEDICAL FORM - Make an appointment with your doctor, who will fill out the form. Note that you need to have tetanus and polio shots. All participants over 45 also need to have an EKG. Return the form to Colorado OUTWARD BOUND School. It should be returned at least 60 days prior to the course date.

INFORMATION PACKAGE - Read through the information carefully and if you have questions, please feel free to write or call.

TRAVEL PLAN FORM - The travel schedule will be sent when you have been assigned to a course area. The travel sheet will contain a form pertaining to travel arrangements from Denver or Grand Junction to the course site and return. When you have decided on your mode of transportation to the course site, please returned the filled form. Emergency telephone numbers and your mailing address while on the course will be went with the travel information.

REFUND/CANCELLATION - Refund/cancellation policy enclosed.

ml:4/1/76

Colorado OUTWARD BOUND School

Summer Clothing List

Each participant MUST bring the following items of personal clothing:

* 1 pair wool trousers - lightweight military type
* 2 wool sweaters - light or medium weight
* 1 wool shirt - long sleeved and tailed
* 1 pair wool underwear - lightweight wool or duofold
* 1 pair wool mitts (cotton work gloves or uninsulated leather gloves are NOT adequate)
* 1 wool hat - navy watch cap or knit stocking cap
* 2 pair wool socks - Heavy Norwegian rag

2 pair light wool/cotton socks
1 pair sneakers with substantial sole (must be able to withstand frequent soaking and drying)
1 pair mountaineering boots with vibram sole (see attached Summer Boot Info)
1 pocket knife with can opener (no large Sheath knives, please!)
1 brimmed hat or sun visor
1 pair sunglasses (or clipons for glasses wearers)
Sun Cream (recommend PreSun, Eclipse, A-Fil, Blockout): Sun at high altitudes and on snowfields is intense. Normal tanning lotions do not provide adequate protection, especially for fair skinned individuals.
Toilet Kit - keep it simple. Perhaps, small bar of soap, small tube of shampoo, toothbrush and paste, a comb or brush.

We recommend:

2 T-shirts (or for women, halter or bathing suit top)
2 - 3 sets underwear
2 handkerchiefs - bandana type - NO PAPER
1 pair athletic shorts or cutoffs
1 light long sleeved shirt (against sun and mosquitos)
1 light nylon windshirt or windbreaker
1 hand towel - SMALL
Flashlight and extra batteries
Cutters Insect Repellent - NO SPRAY CANS!
Lip Salve/Lip Sunscreen (Blistex, Sunstick)

* A word on the importance of wool: unlike synthetics, wool retains much of its insulating ability when wet. It also "breathes," or allows ventilation, to a high degree, due to its fibre structure. IT IS VERY IMPORTANT THAT THESE STARRED ITEMS ARE EITHER PURE WOOL OR A STRONG WOOL-SYNTHETIC MIX.

We recommend a number of lighter layers of wool rather than one heavy sweater because layering allows greater flexibility in dress and is WARMER than a single equivalent garment.

Most Army Surplus, Goodwill and Salvation Army stores sell secondhand wool clothing which is inexpensive and suitable.

A word on temperature and weather - it rains every month and snow is possible at any time. Temperatures may be in the eighties during day and below freezing at night.

- over -

Glasses or Contact Lenses - Be sure to bring an extra pair. Contacts are easily lost under outdoor conditions. They may also cause eye trouble due to the changes in climate, altitude and activities. Students and parents should be aware of the risk of loss and possibility of discomfort.

WOMEN - We recommend the use of tampons. Bring enough for two periods, as the change in altitude and activity can cause irregularity.

Camera buffs should bring plenty of film; extra pencils, pens, paper and envelopes will also be useful.

Remember to plan for clean clothing for your trip home after the course: this plus your valuables, plane tickets, etc., will be kept for you while you are on the course. Leave jewelry and other nonessentials at home. Convert your traveling money to traveler's checks; do not bring large amounts of cash.

PLEASE BRING ONLY ONE SUITCASE OR DUFFLE BAG. IT SHOULD BE CLEARLY LABELED WITH YOUR NAME AND ADDRESS. PARTICIPANTS SHOULD ARRIVE AT THE SCHOOL IN CASUAL CLOTHING.

* * * \

Colorado OUTWARD BOUND School

SUMMER BOOT INFORMATION

A pair of boots is the most important piece of equipment you will select. Proper footgear, correctly fitted, is essential for summer courses at Colorado OUTWARD BOUND School. Rough conditions necessitate a heavy, rugged mountain boot. There are many types of mountaineering boots available in this country. (See list below.) Boots for the OUTWARD BOUND course should stais fy these conditions:

1) Rubber lug soles for traction
2) Sole structure rigid enough to permit you to stand upon a large pebble without discomfort
3) Sole structure flexible enough to permit the boot to bend across the ball during walking
4) Upper leather of sufficient weight when waterproofed to permit prolonged walking in wet snow without soaking the wearer's feet
5) Toe and heel areas hard enough to prevent pain in the fect when kicking the ground with your toes or heels

Because of the extra materials used to strengthen mountain boots, you can expect them to weigh from 5 to 7 pounds. A boot fitting the above criteria will range in price from $45 to $80.

In the past, many OUTWARD BOUND students have purchased boots from Steve Komito's Shop in Estes Park, Colorado. Komito's price is competitive, his fitting and mail-order service is outstanding. Because of this, we provide Mr. Komito with the addresses of all Colorado OUTWARD BOUND School applicants with the understanding that he will mail his catalog directly to them. If you do not receive a catalog soon after enrolling, you may request one:

Komito Boots
Box 1206
Estes Park, Colorado 80517
Phone 303/5865391

If you live in the Denver area, another good source of boots is:

Telemark Ski and Mountain Sports
416 East 7th Avenue
Denver, Colorado 80203
Phone 303/8371260

Telemark offers a 10% discount to Colorado OUTWARD BOUND School students and provides a mail-order service. Both of the above sources offer repair services.

Some examples of satisfactory boots are:

MANUFACTURER	MODEL
Steve Komito	Danner
	Brenner
	Kufstein
Galibier	Vercors

-over-

MANUFACTURER	MODEL
Raichle	Palu Rotondo Zermatt
Munari	Lavaredo Capriolo
REI	Chinook
Fabiano	Ria Mountain Boot Nicole
San Giorgio	*Montebianco *Cervino *Megeve

*available at Gart Brothers Sporting Goods
1000 Broadway
Denver, Colorado
303/8931122

This list is not complete and should be used only as a guide.

FITTING INFORMATION

The selection of the correct amount and type of socks is as important as deciding on the correct boot. Summer sock wear combinations vary with the type of boot worn. Ideally, a thin wool or synthetic/wool mixture sock and a thick Norwegian rag type wool sock should be worn.

When trying on a new pair of boots, there is no substitute for actually walking in them. It is recommended that you walk uphill or repeatedly up and down stairs, as well as on the level to determine the fit.

A boot must be long enough and have sufficient room to that when it is laced snugly, the foot is not cramped nor will the toes hit the front of the boot when walking downhill. The heel should fit comfortably into the heel-cup so there is no excessive heel slippage during uphill walking.

Treat your boots with a wax base waterproofing at regular intervals to protect them and your feet. A liquid waterproofing such as Leath-R-Seal is easier to apply but requires more frequent applications than a paste waterproofing such as Sno-Seal. Be certain to apply the waterproofing to all of the upper leather, the lining leather at the heel, the middle sole layers and most importantly to the junction line between the sole and upper. Boot soles may tend to curl slightly if the boots are not worn for long periods of time. Storing them on shoe trees or boot spanners will help eliminate sole curling and maintain the fit of the boots.

If is not recommended that you make your boots soaking wet to speed up the "breaking in period."

Colorado OUTWARD BOUND School

WINTER CLOTHING LIST

The Colorado OUTWARD BOUND School will furnish each student with the specialized items listed on the attached sheet.

Each participant MUST bring the following items of personal clothing.

*1 Pair Leather or Nylon Mittens with Liners (Wool)
*1 Set Long Woolen or Part Woolen Underwear - Example - Duofold (Cotton or Thermal is inadequate for winter conditions)
*1 Long Sleeved Wool Shirt with Tail
*1 Wool Sweater
*1 Pair Heavy Wool Pants
*4 Pair Heavy Wool Socks (Norwegian Rag Type)
*4 Pair Light Wool Socks
*1 Wool Stocking Cap or Ski Hat
2 Pair Sunglasses or Sun Goggles
2 Lip Salve - Blistex or Sunstick
1 Complete Sunscreen - Types: zinc oxide, A-Fil, PreSun, Eclipse, Blockout. Sun at high altitudes and on snowfields is intense. Normal tanning lotions do not provide adequate protection, especially for fair skinned individuals.
1 Towel - small
Toilet Kit - keep it simple. Perhaps, small bar of soap, small tube of shampoo, toothbrush and paste, a comb or brush.
2 Pair of Boxer Shorts or Petti-Pants - wool pants chafe
1 Pair of Sneakers or Tennis Shoes in good condition
1 Heavy Belt
2 Handkerchiefs - bandanas
1 Pair Mountaineering Boots (see attached sheet)
1 Pocketknife with Can Opener (No large sheath knives, please)
1 Flashlight with extra batteries
1 Sun Visor or Billed Cap

*A word on the importance of wool: unlike synthetics, wool retains much of its insulating ability when wet. It also "breathes" or allows ventilation, to a high degree, due to its fibre structure. IT IS VERY IMPORTANT THAT THESE STARRED ITEMS ARE EITHER PURE WOOL OR A STRONG WOOL-SYNTHETIC MIX.

We recommend a number of lighter layers of wool rather than one heavy sweater because layering allows greater flexibility in dress and is WARMER than a single equivalent garment.

Most army surplus, Goodwill and Salvation Army stores sell second hand wool clothing which is inexpensive and suitable.

Glasses or Contact Lenses: Bring an extra pair. Contacts are easily lost under outdoor conditions. They may also cause eye trouble due to the changes in climate, altitude and activities. Students and parents should be aware of the risk of loss and the possibility of discomfort.

Women: We recommend the use of tampons. Bring enough for 2 periods as the change in altitude and activity can cause irregularity.

Camera buffs should bring plenty of film; extra pencils, pens, paper and envelopes will also be useful.

Remember to plan for clean clothing for your trip home after the course; this plus your valuables, plane tickets, etc., will be kept for you while you are on the course. Leave all jewelry and other non-essentials at home. Convert your traveling money to travelers' checks; do not bring large amounts of cash. Please bring only one suitcase or duffle bag. It should be labeled clearly with your name and address. Participants should arrive at the school in outdoor clothing and wearing their boots. The course begins immediately upon arrival.

VW,SK:tl

Colorado OUTWARD BOUND School

WINTER BOOT INFORMATION

A pair of boots is the most important piece of equipment you will select. Proper footgear, correctly fitted, is vital for winter courses at Colorado OUTWARD BOUND School. Severe conditions necessitate a heavy, rugged mountain boot. There are many types of mountaineering boots available in this country. (See list below.) Boots for the OUTWARD BOUND course should satisfy these conditions:

1) The welt must accomodate a Silvretta II Ski Binding
2) Rubber lug soles for traction
3) Sole structure rigid enough to permit you to stand upon a large pebble without discomfort
4) Sole structure flexible enough to permit the boot to bend across the ball during walking
5) Upper leather of sufficient weight when waterproofed to permit prolonged walking in wet snow without soaking the wearer's feet.
6) Toe and heel areas hard enough to prevent pain in the feet when kicking the ground with your toes or heels.

Because of the extra materials used to strengthen mountain boots, you can expect them to weigh from six to eight pounds. A boot fitting the above criteria will range in price from $50 to $85.

In the past, many OUTWARD BOUND students have purchased boots from Steve Komito's Shop in Estes Park, Colorado. Komito's price is competitive, his fitting and mail-order service is outstanding. Because of this, we provide Mr. Komito with the addresses of all Colorado OUTWARD BOUND School applicants with the understanding that he will mail his catalog directly to them. If you don't receive a catalog soon after enrolling, you may request one:

Komito Boots
Box 2106
Estes Park, Colorado 80517
Phone: (303) 586-5391

If you live in the Denver area, another good source of boots is:

Telemark Ski & Mountain Sports
416 East 7th Avenue
Denver, Colorado 80203
Phone: (303) 825-1261

Telemark offers a 10% discount to Colorado OUTWARD BOUND School students and provides a mail-order service. Both of the above sources offer repair services.

Some examples of satisfactory boots are:

MANUFACTURER	MODEL
Raichle	Palu Deluxe
	Palu
Munari	Mirage
	Master

MANUFACTURER	MODEL
Lowa	Alspitz
	Civetta
Meindl	Superguide
Hanweg	Rondoy
Galibier	Vercors
	Superguide
	Annapurna
	Peuterey
Le Trappeur	Galluser
	Rebuffat
Nolitor	Wanderhorn
Kufstein	
Fabiano	Mountain Boot

This list is not complete and should be used only as a guide. Vasque boots have proven unsuitable for the purpose of ski mountaineering with the binding we use. They are also difficult to weatherproof, readily soaking up moisture.

FITTING INFORMATION

The selection of the correct amount and type of socks is as important as deciding on the correct boot. Winter sock wear combinations vary with the type of boot worn. Heavy hiking boots are not insulated, unless so specified. They are instead padded heavily around the ankle. Consequently, in most cases, they require two pair of heavy Norwegian Rag type wool socks.

When trying on a new pair of boots, there is no substitute for actually walking in them. It is recommended that you walk uphill or repeatedly up and down stairs, as well as on the level to determine the fit.

A boot must be long enough and have sufficient room so that when it is laced snugly, the foot is not cramped nor will the toes hit the front of the boot when walking downhill. The heel should fit comfortably into the heel-cup so there is no excessive heel slippage during uphill walking.

Treat your boots with a wax base waterproofing at regular intervals to protect them and your feet. A liquid waterproofing such a Leath-R-Seal is easier to apply but requires more frequent applications than a paste waterproofing such as Sno-Seal. Be certain to apply the waterproofing to all of the upper leather, the lining leather at the heel, the middle sole layers and most importantly to the junction line between the sole and upper. Boot soles may tend to curl slightly if the boots are not worn for long periods of time. Storing them on shoe trees or boot spanners will help eliminate sole curling and maintain the fit of the boots.

It is not recommended that you make your boots soaking wet to speed up the "breaking in period."

VW/ml
10/16/75

Colorado OUTWARD BOUND School

STANDARD WINTER EQUIPMENT
Issue Per Student

1 Candle
1 Carabiner
1 Carabiner, locking
1 Compass
1 Diary
1 Ensolite Pad ½"
1 Hard Hat
1 Match Box with Matches
1 Lowe Pack Sack
1 Metal Canteen Cup
1 Prusik Sling 5.5mm x8
1 Sleeping Bag, winter
1 Sleeping Bag Liner
1 Spoon
1 Stuff Sack
1 Water Bottle, 1 qt.
1 Webbing Sling, 1' x 18'
1 Whistle
1 Gaiters
1 Avalanche Cord
3 Avalanche Probe Sections
1 Ice Axe
1 Polar Guard Parka
1 Mountain Parka
1 Pair Ski Poles
1 Wind Pants
1 Over Boots
1 Plastic Food Bag, 18" x 24"
1 Pair Skis
1 Pair Bindings
1 Pair Over Mittens

NOTE: These items will be supplied by OUTWARD BOUND for your use on the course.

Colorado OUTWARD BOUND School

SKIER QUALIFICATIONS

In order to help Colorado OUTWARD BOUND School staff place you in the correct section, please check the statement that most accurately describes your skiing experience.

1. I narrowly missed making the Olympic Team.

2. I am one of the hotshots at Old Baldy, our local ski area.

3. I'm no stylist but I can get down anything.

4. I've been skiing weekends for the past three or four years and really enjoy myself on the intermediate slopes.

5. I gave up downhilling for touring a couple of years ago, but I used to be pretty good.

6. I've gotten into skiing the last couple of years. I really enjoy it and go whenever I can.

7. I used to downhill a bit but haven't for the last couple of years as I couldn't seem to get much beyond a stem turn.

8. I am strictly a cross country skier.

9. I've only been skiing a couple of times in my life.

10. I don't know what you're talking about; I'm from Florida and the only skis I've ever seen are water skis.

Return this sheet with your tuition deposit and student/adult/participant information card.

RR:tl
10/9/75

Colorado OUTWARD BOUND School

UTAH/DESERT COURSE CLOTHING LIST

Each participant must bring the following items of personal clothing:

*1	Long Sleeved Shirt (must be wool for April, October and November courses)
*1	Wool Sweater
*1	Pair Heavy Work Trousers or Jeans (not pegged or tight-fitted) (Must be wool in April, October and November)
*3	Pair Heavy Wool Socks - Like Norwegian Rag
*3	Pair Light Cotton/Wool socks
*1	Pair Long Underwear, preferably Wool
1	Pair Sneakers with substantial arch support - canvas for walking in water MUST FIT WITH HEAVY WOOL SOCKS
*1	Wool Cap
*1	Wool Mitts or Ski Gloves
1	Pocketknife with can opener
	Sunglasses
	Sun Cream (Recommend PreSun, Eclipse, A-Fil, Blockout)
1	Wide-brimmed sunhat or visor (Baseball or Fisherman's Hat)
1	Tube of Vaseline or Nivea Cream for use on Dry Feet and Skin

WE RECOMMEND:

2	T-shirts (or for women, halter top)
2	Sets Underwear
2	Handkerchiefs or bandanas
1	Pair athletic shorts or cutoffs
	Small Towel
	Flashlight with extra batteries
	Toilet Kit - Keep it simple. Perhaps, small bar of soap, small tube of shampoo, tooth brush and paste, a comb or brush.
	Lip Salve/Lip Sunscreen (Blistex, Sunstick)

* It can be cold in April or November and may snow even in May or October. We require wool clothing because it retains more of your body heat when wet than do cotton or synthetics - and in these early or late months this can be significant.

Most Army Surplus, Goodwill and Salvation Army stores sell second-hand wool clothing which is inexpensive and suitable.

Glasses or Contact Lenses: Be sure to bring an extra pair. If you can avoid bringing contacts, please do so. They are easily lost under outdoor conditions and they may also cause eye trouble due to the change in climate, altitude, severe dust conditions, and activities. Students and parents should be aware of the risk of loss and the possibility of discomfort.

Women: We recommend the use of tampons. Bring enough for two periods, as the change in altitude and activity can cause irregularity.

Camera Buffs should bring plenty of film, extra pencils, pens, paper and envelopes will also be useful.

-over-

Remember to plan for clean clothing for your trip home after the course; this plus your valuables, plane tickets, etc., will be kept for you while you are on the course. Leave jewelry and other nonessentials at home. Convert your traveling money to traveler's checks; do not bring large amounts of cash.

PLEASE BRING ONLY ONE SUITCASE OR DUFFLE BAG. IT SHOULD BE CLEARLY LABELED WITH YOUR NAME AND ADDRESS. PARTICIPANTS SHOULD ARRIVE AT THE SCHOOL IN CASUAL CLOTHING.

* *

The Colorado OUTWARD BOUND School will <u>furnish</u> each student with the specialized items listed below.

1 Candle
1 Water Bottle
1 Canteen Cup
1 Carabiner
1 Locking Carabiner
1 Compass
1 Diary
1 Sleeping Bag, Summer Weight
1 Ensolite Pad
1 (Pair) Gaitors (as required by existing snow conditions)
1 Ground Sheet
1 Hard Hat
1 Ice Axe
1 Match Box and Matches
1 Nylon Sleeping Bag Liner (to protect the inside of sleeping bags)
1 Pack Frame
1 Pack Sack
1 Rain Parka
1 Webbing Sling
1 Prussic Sling
1 Spoon
1 Stuff Sack
1 Whistle

Other Technical climbing equipment and group equipment will be issued but is not listed.

ml
2/10/76

Colorado OUTWARD BOUND School

UTAH/DESERT BOOT INFORMATION

Heavy mountaineering boots are not needed in the desert, but you will need footwear for walking on rock, gravel, sand and mud with a heavy pack; for travel in possible snow in April, October and November; and for rock climbing. We recommend light but sturdy boots with Vibram (lug) soles, and ankle and arch support.

There are many appropriate boots available. Some examples are:

MANUFACTURER	MODEL
Pivetta	Muir Trail (fairly light-weight) Pinnacle (Heavier) Pivetta 5
Raichle	Grimsell Zermatt
Galibier	Vercors
Munari	Capriolo
REI	Wayfarer Deluxe Women's Hiber
Vasque	Cascade (easy to fit or break in but not as well-made)

This is not a complete list and should be used only as a guide.

In the past, many OUTWARD BOUND students have purchased boots from Steve Komito's shop in Estes Park, Colorado. Komito's price is competitve, his fitting and mail-order service is outstanding. Because of this, we provide Mr. Komito with the addresses of all Colorado OUTWARD BOUND School applicants with the understanding that he will mail his catalog directly to them. If you do not receive a catalog soon after enrolling, you may request one:

Komito Boots
Box 1206
Estes Park, Colorado 80517
Phone 303/586-5391

If you live in the Denver area, another good source of boots is:

Telemark Ski and Mountain Sports
416 East 7th Avenue
Denver, Colorado 80203
Phone 303/837-1250

Telemark offers a 10% discount to Colorado OUTWARD BOUND School students and provides a mail-order service. Both of the above sources offer repair services.

-over-

FITTING INFORMATION

The selection of the correct amount and type of socks is as important as deciding on the correct boot. Desert course sock wear combinations vary with the type of boot worn. Ideally, a thin wool or synthetic/wool mixture sock and a thick Norwegian rag type wool sock should be worn.

When trying on a new pair of boots, there is no substitute for actually walking in them. It is recommended that you walk uphill or repeatedly up and down stairs, as well as on the level to determine the fit.

A boot must be long enough and have sufficient room so that when it is laced snugly, the foot is not cramped nor will the toes hit the front of the boot when walking downhill. The heel should fit comfortably into the heel-cup so there is no excessive heel slippage during uphill walking.

Even the best-fitted boot can give blisters until broken in. Try to buy your boots as early as possible, and wear them (with a pack, if possible) to let them adjust to your feet. THIS IS VERY IMPORTANT - Blisters are painful and dangerous in the field!!

For April, October and November, the boots must be waterproofed, but waterproofing is recommended for all boots to condition and protect the leather. A liquid waterproofing such as Leath-R-Seal is easier to apply but requires more frequent applications than a paste waterproofing such as Sno-Seal. Be certain to apply the waterproofing to all of the upper leather, the lining leather at the heel, the middle sole layers and most importantly to the junction line between the sole and upper. Boot soles may tend to curl slightly if the boots are not worn for long periods of time. Storing them on shoe trees or boot spanners will help eliminate sole curling and maintain the fit of the boots.

It is not recommended that you make your boots soaking wet to speed up the "breaking in period."

2/13/76
ml

LOGISTICS COORDINATOR

Job Description

1976

REQUIREMENTS FOR JOB:

1. Valid Colorado driving License
2. Valid American Red Cross First Aid Card
3. Attendance at the Summer Orientation Meeting
4. Age-21 years or older
5. Ability to lift heavy objects and drive on steep, rough mountain roads
6. Medical examination

PERSONAL QUALITIES DESIRABLE FOR THIS POSITION INCLUDE:

a. Honesty
b. Reliability
c. Maturity
d. Personal presentability

Previous experience in Logistics situations is very desirable.

The Logistics Coordinator will work directly with the Course Director, with accountability to the Logistics Manager. The Coordinator's responsibilities will be to function prior to, during, and following the course according to these requirements:

Working with the Course Director, the Coordinator shall gain a complete understanding of the course outline and its requirements as to logistical needs. The Coordinator should have full knowledge of all equipment that is needed, when, where, and he should have the equipment in the best possible condition. He will be responsible for the issuing of all C.O.B.S. equipment, maintaining the proper records on equipment issue (at the start of the course and at resupply), the checking in of student valuable and suitcases and their safekeeping during the course.

The Coordinator shall be aware of the school vehicle policy and the vehicle needs of his course, assuring that there are vehicles scheduled for his needs, that all driving is done in a safe and sane manner, that the school vehicles are kept in good repair, and kept clean. He shall maintain the proper forms as required for vehicle use.

The Coordinator will be responsible for the planning and purchasing of food for the course resupplies and providing the necessary dry rations at each resupply as to the course needs.

The Coordinator shall maintain an ample supply of First Aid items for the course resupply, shall maintain and keep available for use the necessary First Aid and Rescue equipment as needed for any and all emergencies. He and his staff shall be on call AT ALL TIMES during the course for medical emergencies and rescues.

The Coordinator shall make available such store items as furnished by the Denver office at the beginning of the course, during resupply, and at the course closing. He will record all charges on the proper forms and collect for all purchases at the end of each course.

The Coordinator, working with the Course Director, and program staff, will be responsible for planning, implementing all course resupplies and other needs that arise in the field. When possible, the Coordinator should plan to arrive at the resupply point the night before the resupply, stay the following day and plan to leave the next morning.

At the time of the course closing, the Coordinator, working with the course staff, is responsible for the equipment check-in, recording charges for lost equipment, recording charges for bus, store, and any medical items. The Coordinator shall return any and all student valuables and suitcases.

Upon completion of the course, the Coordinator shall turn in all monies, the original and second copy of equipment invoice, and the original store invoice to the Denver office for accounting and billing. The Coordinator shall record equipment losses and discards over and above student charges and complete an inventory of equipment for Denver office. Under the direction of the Course Director the Logistics staff will evaluate the completed course, and plan for the next course. The Coordinator shall write a report of his operation at the conclusion of his contract.

The Coordinator shall be familiar with payroll requests, purchase order procedures and other paper work as necessary for his job. The Coordinator shall be familiar with the administrative procedures as issued by the Business Manager.

The Logistics Coordinator will be responsible for information contained in the Logistics Handbook as to specific instructions and procedures pertaining to the various requirements.

Due to the nature of Logistic field positions, days off cannot be scheduled and must be utilized as available.

Unlike program staff, logistic personnel are paid at the end of each month.

All staff will be covered by Workmen's Compensation Insurance while on the job: however, all personnel should have their own coverage for themselves and their dependents while not performing their contracted duties. Outward Bound insurance does NOT cover personal effects or equipment from damage, loss or theft.

The Logistic coordinator is the ambassador of Outward Bound in the particular area in which he serves. When taking vehicles to be repaired, reporting accidents to the Sheriff's office, shopping for food, etc., the Logistics coordinator presents the principal impression of OUTWARD BOUND. For this person, the personal appearance and presentability of the Logistic Coordinator is of great importance. In evaluating a coordinator's effectiveness and in awarding salary increases, this personal presentability will be taken into serious consideration.

One responsibility of the coordinator which is very difficult to define involves care and transport of injured students and dropouts. Whenever possible, a program person will escort such a student out of the field, and when possible, return the student to the course. It is entirely possible that you may at some time end up with the responsibility of transporting and caring for the student by yourself. Should this occur, contact your course director for instructions regarding where and when to deliver a student. Should the course director not be available, telephone the program director in Denver. In desperation, call the logistics manager.
VERY IMPORTANT---Do not allow a student to go off on his own---if you cannot contact the course, program, or logistic directors, sit on the student.

BASE OPERATIONS

a.) Base operations will be the responsibility of the logistic coordinator unless otherwise specified by the Logistic Manager.

b.) Base operations shall include:

1. Maintenance of road leading into and any interior roads within the base, including the removal of arranging for the removal of snow.

2. Maintenance and operation of electrical and water systems.

3. Maintaining an adequate supply of fuel for heating and cooking purposes.

4. Maintaining an adequate supply of gasoline for vehicles where necessary and white gas for stoves.

5. Proper maintenance of all buildings on the base, including roofs, doors, windows, etc., and keeping such buildings in habitable condition. This will also include proper and safe operation of heaters and heating devices, toilets, showers, wash basins, water heaters, and laundry facilities.

6. Cleanliness of all areas, both inside and outside of buildings. (The Course Director will be expected to help in keeping the dormitories clean and in good order by insisting that staff and students keep their living areas clean. Upon completion of the course, both students and staff should be compelled by the Course Director to leave the dormitories clean, floors mopped, bathrooms scrubbed, light bulbs, toilet paper, paper towels, etc., replenished. When assigned, the assistant logistic coordinator will be expected to be responsible for the daily cleanliness of the kitchen, food storage areas, refrigerators and freezers, dishes, eating areas, cooking areas, etc. Garbage and kitchen trash disposal will also be the responsibility of the assistant coordinator.

7. Base operations will also include maintaining the base in a general condition acceptable to both the owner and Outward Bound.

8. Livestock and pets will not be allowed in the base camp without approval of either the Program Director or Logistic Manager. If permitted on the base, the pets will not be allowed in the kitchen or food storage or preparation areas.

VEHICLES

a.) Any vehicle assigned to the program will be the responsibility of the logistic coordinator. The keys will be kept by the Logistic coordinator who will decide on use of the vehicle. The only exception to this will be when the Course Director requests a vehicle for school use, either by himself or an Outward Bound employee designated by him. In any event, the Course Director has the ultimate say in who may use an Outward Bound Vehicle and for what purpose.

b.) Vehicle maintenance, anti-freeze check, filters, oil change, lubrication, tune-up, etc., are the responsibility of the coordinator.

c.) Individual driver is responsible for noting damage to vehicle prior to beginning a trip. A note should be made regarding any dent, scratches, or other damage which the driver inflicts on the vehicle. The driver is responsible for all traffic violations, accidents, damage, and misuse.

d.) Outward Bound vehicles will be used only for school business. They are NOT for the private use of the staff. Instructors are not to use any Outward Bound vehicle without approval of course director.

e.) When Outward Bound gas pumps or gasoline supplies are available, the gasoline will only be used in Outward Bound vehicles.

f.) Use of Privately Owned Vehicles to transport staff or students, or for other legitimate reasons is sometimes unavoidable. When this is necessary, the driver should complete a requisition for disbursement detailing the purpose of the trip, destination and miles travelled. When approved by the logistics manager, the business office will pay 13¢ a mile. Approval of payment will be granted when:
    a.) The use of a privately owned vehicle is determined to be legitimate.
    b.) An Outward Bound vehicle is not available to accomplish that purpose.

g.) Only employees of Outward Bound are permitted to drive school vehicles. The driver must be properly licensed to drive according to Colorado state laws.

h.) Colorado Department of Revenue, Port of Entry Office, requires all vehicles that weigh in excess of 4,500 pounds must stop at the Port of Entry or weigh stations in Colorado. As our vehicles weigh less than 4,500 pounds, they are not required to stop at Ports of Entry or Colorado weigh stations. HOWEVER, if the vehicle is towing a cargo trailer, the unit MUST STOP AND BE WEIGHED.

i.) An Outward Bound credit card will be issued to the logistic coordinator. Use of OUTWARD BOUND Credit Cards will be restricted to gas, oil, filters and necessary accessories and repairs to OUTWARD BOUND vehicles. In rare circumstances, it may be necessary to use OUTWARD BOUND credit cards to gas or service privately owned vehicles. An example of such would be when a vehicle was needed urgently and money was not on hand for gasoline. In such event, a note should be made to the logistics manager and reimbursement made as soon as possible.

j.) In the event of an accident involving an Outward Bound vehicle, the following procedures will be adhered to:

1. Report accident immediately to the appropriate local authorities. A driver must report any accident immediately, no matter how slight, to the nearest duly authorized police; and if requested to do so, to return to the scene of the accident and remain there until police arrive to investigate.
2. A driver involved in an accident which results in the bodily injury or death of any person or damage to the property of any one person in excess of one hundred dollars ($100.00) must submit a report of such accident to the Colorado Motor Vehicle Division within ten days on a special Safety Responsibility accident report form.
3. Report ALL incidents involving personal injury or damage which leaves the vehicle immobile to Outward Bound Logistic Manager immediately after notifying local authorities and securing required emergency service.
4. A written report is to be submitted within 24 hours using the vehicle incident report form provided to each vehicle and logistic handbook.

k.) The logistic coordinator will see to it that vehicles are properly serviced and in safe operating condition.

VEHICLE MAINTENANCE

Outward Bound vehicles are completely serviced and in good operating condition prior to being assigned to a course. Any subsequent service or repairs become the responsibility of the logistic person to whom the vehicle has been assigned.

Between courses, the vehicle will be serviced according to the following specifications. It is suggested that this be accomplished at a local service station.

Lube entire vehicle
Oil change and filter if mileage indicates
Use only 10-20-40 or 10w40 all season oil
Check wheel bearings
Check fan belt for excessive play
Check coolant level and rating (-30°)
Check all tires for pressure and wear
- F250 Truck psi
- F150 Truck psi
- F260 Van psi

Check air filter
Check U joints
Check power steering fluid, transmission fluid, and brake fluid
Check battery and clean terminals if necessary
Check to see that all lights and turn signals work

Each time you fill up with gas, check the oil and water.

Emergency repairs may be authorized by the Logistic coordinator to whom the vehicle is assigned. When repair of vehicles or replacement of parts not considered to be an emergency is indicated, and the cost exceeds $40.00, approval of the Logistic Manager should be obtained.

VEHICLE INCIDENT REPORT

Do not admit liability or state responsibility for the incident to outside people.

Colorado law requires that you report any accident no matter how slight, to the nearest police station. All accidents involving injury or damage in excess of $100 must be filed with the Colorado Motor Vehicle Division within 10 days on a special Safety Responsibility accident form.

All accidents involving injury and/or damage leaving the vehicle immobile will be reported to COBS immediately after notifying the local police and necessary emergency services. A written report will be submitted within 24 hours. Phone COBS: (303) 825-0880 and as noted on trip equipment slip.

ACCIDENT

DESCRIPTION OF ACCIDENT OR LOSS (Use Reverse if Necessary) | CAT # 6

AUTO OR TRAILER

VEH. NO.	YEAR	MAKE	MODEL	VIN (Vehicle Identification No.)	PLATE NO.	OTHER INSURANCE ☐YES ☐NO

NAME OF OWNER ( ) SAME AS POLICYHOLDER | ADDRESS ( ) SAME AS POLICYHOLDER | PHONE

NAME OF DRIVER ( ) SAME AS OWNER | AGE | ADDRESS ( ) SAME AS OWNER | PHONE

RELATION TO INSURED (Employee, Family, etc.) | PURPOSE OF USE | USED WITH PERMISSION ☐YES ☐NO

DESCRIBE DAMAGE | REPAIR ESTIMATE $ | WHERE CAN CAR BE SEEN? | WHEN?

OTHER AUTO OR TRAILER

OWNER | ADDRESS | PHONE

OTHER DRIVER ( ) SAME AS OWNER | ADDRESS | PHONE

DESCRIBE PROPERTY (If Auto, Make, Year, Plate No.) | OTHER CAR OR PROPERTY INSURED ☐YES ☐NO | COMPANY OR AGENCY NAME & POLICY NO.

DESCRIBE DAMAGE | REPAIR ESTIMATE $ | WHERE CAN CAR BE SEEN?

INJURED

NAME	ADDRESS	PHONE	EXTENT OF INJURY	AGE	INS. VEH.	OTHER VEH.	PED

Draw a picture of the accident on back side.

WITNESS

NAME | ADDRESS | PHONE

REMARKS

DATE | REPORTED BY | REPORTED TO | SIGNATURE (PRODUCER, INSURED OR DRIVER)

ACORD 2 AGENCY COMPANY OPERATIONS RESEARCH AND DEVELOPMENT

EQUIPMENT

a.) All individual and patrol equipment is the responsibility of the Logistic Coordinator.

b.) A current inventory of equipment issued to the base will be kept in the logistic supply room. Any variation from this list will be the responsibility of the logistic coordinator.

c.) Equipment will be issued by the logistic coordinator to persons authorized to have possession of it.

d.) Logistic coordinator will be responsible for keeping equipment assigned to his base in good order, working condition, and clean. Dirty or unusable equipment should not be issued.

e.) Equipment shall be stored in a secure area which is to be kept clean and orderly.

f.) Items issued to individual students or patrols will ALWAYS be recorded on an eqiupment invoice. When equipment is returned, it will be recorded on the same equipment invoice.

g.) All items not counted for physically or through equipment invoices WILL BE charged to the person responsible. Any damaged or lost item will be charged to responsible individual.

h.) ANY DAMAGED OR LOST ITEMS NOT CHARGED TO THE COURSE, PATROL, OR INDIVIDUAL WILL BE CHARGED TO COURSE LOGISTIC PERSONNEL.

i.) Should an instance arise when items were missing beyond the control of logistics personnel, a "No Charge" would have to be approved by the Logistics Manager.

j.) Dirty, unserviceable, wet or other equipment in unacceptable condition will either be charged to the student or returned to him for correction of the unacceptable condition.

k.) All damaged items which cannot be repaired by the field logistics personnel should be returned to the Denver Logistic Warehouse.

l.) Charges for damaged or lost equipment may be distributed over students, patrols, instructor, or any combination of these as may be determined appropriate.

m.) Distribution of equipment invoice:
White copy - Business manager
Pink copy - Logistics Manager
Yellow copy - Base camp

EQUIPMENT ISSUE AND TURN-IN PROCEDURE

Equipment will be issued out of logistics warehouse to field logistic personnel by course. All COBS equipment will be issued by using the equipment invoice. Items issued to field logistics personnel will be checked on the list and signed out for.

Forms will be filed as follows:

White original: Business Office
Canary copy: Base Camp
Pink copy: Logistic Office

When equipment is returned to logistics warehouse or is turned over to other logistic personnel, a complete inventory will be taken and recorded on the equipment invoice. All items not counted for physically and or through paper work will be charged to person or persons responsible. Any items damaged will be handled in the same manner as if items were lost.

EXAMPLE: If initial issue on compasses was 40 to the course and turn-in count was 38, then the equipment invoice should show a loss for that course of two compasses. If not on the equipment invoice, 2 compasses would be charged to the course logistic coordinator.

There could be an instance where items were missing beyond logistics personnel control. In this case a "no charge" would have to be approved by the logistics manager. All equipment will be issued by a logistics coordinator either to the student, the course director or the instructor. The person equipment is issued to will be responsible for losses and/or damages to COBS equipment and will be assessed the repair or replacement cost. Each equipment transaction must be documented by an equipment invoice.

Great emphasis must be placed on having students clean as much equipment as possible during the final days of the course. Logistics staff wants to always provide each course with clean items of equipment, but does not have the time to do all the scrubbing.

The equipment invoice form will be issued as a multi-purpose document, including use as

a) equipment requisition form
b) equipment issue form
c) equipment turn-in form
d) damaged equipment report

On the invoice form, please indicate which use is being utilized to the space immediately to the right of the date at top of page.

COLORADO OUTWARD BOUND SCHOOL
945 Pennsylvania
Denver, Colorado 80203

EQUIPMENT INVOICE

Prices subject to change without notice.

NAME | MONTH | DAY | YEAR

ADDRESS

CITY

STATE ZIP CODE | PATROL | COURSE

RESPONSIBLE PARTY | ISSUED BY

QTY	ITEM	COST	REC	RET	DMGD	LOST	AMT CHRG
	Avalanche Cord	3.00					
	Avalanche Probe Sections	1.00					
	Candle	N/C					
	Carbiner	3.00					
	Carbiner - Locking	3.50					
	Canteen Cup	.70					
	Compass	3.30					
	Diary	N/C					
	Ensolite Pad ¼ inch	3.50					
	Ensolite Pad ½ inch	4.50					
	Gaiters	6.00					
	Ground Sheet	N/C					
	Hard Hat	20.00					
	Helly Hansen Jacket	25.00					
	Helly Hansen Pants	20.00					
	Ice Axe	27.00					
	Matchbox w/matches	.60					
	Mountain Parka	32.00					
	Overboots	25.00					
	Packframe	13.00					
	Packsack	13.00					
	Parka	35.00					
	Personal Effects Packet	N/C					
	Poncho	6.00					
	Prussik Sling 5.5mm x 8'	.75					
	Skis	80.00					
	Ski Poles	9.00					
	Sleeping Bag, down	60.00					
	Sleeping Bag, fiberfill	50.00					
	Sleeping Bag, winter	70.00					
	Sleeping Bag Liner	5.00					
	Spoon	.30					
	Stuff Sack	3.00					
	Water Bottle 1 qt.	.70					
	Webbing Sling 1" x 18'	2.25					
	Whistle	.65					
	Wind Pants	12.00					

QTY	ITEM	COST	REC	RET	DMGD	LOST	AMT CHRG
	Cook Set	3.25					
	Fuel bottle	3.25					
	Optimus Stove	35.00					
	Perlon Rope 150'	70.00					
	Goldline Rope 150'	40.00					
	Climbing set	50.00					
	McKinley tent	160.00					
	Solo tent	50.00					
	Tarp	25.00					
	First aid belt	35.00					
	First aid bag	20.00					
	Stokes litter	50.00					
	Drug kit	5.00					

REC'D BY DATE

RETURNED TO DATE

EQUIPMENT ACCOUNT

BUS CHARGE

STORE ACCOUNT

TOTAL CHARGES

PD

BALANCE DUE

STANDARD STUDENT EQUIPMENT FOR COBS SUMMER COURSE

1-Candle

1-Canteen Cup

1-Carabiner

1-Carabiner, Locking

1-Compass

1-Diary

1-Ensolite Pad, 1/4" or 3/8"

1-Gaiters

1-Ground sheet, 4 mil.

1-Hard Hat

1-Helly Hansen Jacket

1-Ice Axe

1-Matchbox with Matches

1-Pack Frame

1-Pack Sack

1-Personal Effects Packet

1-Poncho

1-Prussik Sling, 5.5mm x 8'

1-Sleeping Bag, Summer

1-Sleeping Bag Liner, Nylon

1-Spoon

1-Stuff Sack

1-Water Bottle

1-Webbing Sling, 1" x 18'

1-Whistle

STANDARD TENT GROUP EQUIPMENT FOR SUMMER COURSE

1-Alpine cord hank 40' Long

1-Climbing Rope, 11mm x 150'

3-Fuel Bottle, 1 quart (one per student)

1 - Cook Set

1-Sno Seal, 7½ oz.

1-Stove 111 B with Funnel

1-Tarp, Nylon

STANDARD PATROL EQUIPMENT FOR SUMMER COURSE

1-First Aid Belt

1-Final Expedition First Aid Kit

1-Folding Pick or Folding Shovel

STANDARD COURSE EQUIPMENT FOR SUMMER COURSE

1-Climbing Equipment Locker

1-Equipment Resupply Locker

1-First Aid Resupply Box

1-Personal Effects Locker with Locks

1-Stokes Litter

1-Tool Kit

Cresent Wrench
Electric Tape
Flathead Screwdriver
Phillips Screwdriver
Hammer
Needle & Thread
Pliers or vice grips

STANDARD COURSE CLIMBING EQUIPMENT LOCKER

4-Horizontal Pitons

2-Angle Pitons, 5/8"

2-Angle Pitons, 3/4"

8-Carabiners, Steel

4-Figure 8 Descenders

1-Ammo Box

1-Hammer Holster

6-Nylon Slings, 1" x 5'

1-Padlock

2-Piton Hammers

2-Sets 1-10 Hexcentrics with Cords or Titons & Webbing

2-Sets 1-7 Stoppers with Cords

STANDARD COURSE RESUPPLY LOCKER FOR SUMMER COURSE

24-Candles

4-Carbiners

4-Carbiners-Locking

8-Compasses

2-Ensolite 1/4" x 21" x 41"

8-Golf Pencils

2-Hard Hats, Adjustable

12-Match Boxes

8-Boxes of Matches

2-Pack Frames

2-Pack Sacks

4-Back Bands

4-Shoulder Straps

4-Waist Belts

8-Sleeping Bag Straps

12-Pins

12-Rings

4-Metal Canteen Cups

4-Prussik Slings

2-Sleeping Bags

2-Sleeping Bag Linens

12-Spoons

4-Stuff Sacks

4-Water Bottles

4-Webbing Slings 1" x 18'

12-Whistles

4-Pair Gaiters

2-Helly Hansen Jackets

16-Plastic Food Bags 18" x 24"

16-Plastic Food Bags 8" x 10"

1-Climbing Rope 7/16" x 150'

2-Cook Kits

4-20'lengths of Alpine Cord

8-7oz. cans of Sno Seal

2-Stoves, 111B

4-Funnels

4-1 qt. Fuel bottles

2-Tarps, Nylon 11' x 12'

4-Ground Sheets, 4 mil x 36" x 72"

1 - Ice axe

1 - Entrenching tool

Poncho

EQUIPMENT REPLACEMENT COST

Carabiner	$ 3.00
Carabiner - Locking	3.50
Canteen Cup	.70
Compass	3.30
Ensolite Pad 1/4"	4.00
Ensolite Pad 3/8"	4.50
Gaiters	5.50
Hard Hat	20.00
Helly Hansen Jacket	22.00
Helly Hansen Pants	18.00
Ice Axe	27.00
Matchbox w/matches	.60
Packframe	13.00
Packsack	13.00
Poncho	6.00
Prussick Sling 5.5 mm x 8'	.75
Sleeping Bag, synthetic	45.00
Sleeping Bag, down	60.00
Sleeping Bag Liner	4.00
Spoon	.30
Stuff	2.50
Water Bottle 1 qt.	.65
Webbing Sling 1" x 18'	2.25
Whistle	.65
Fuel Bottle qt.	3.00
Cook Set	3.00
Perlon Rope 150'	70.00
Goldline Rope 150'	35.00
Stokes Litter	50.00
Tarp	20.00
Optimus Stove	28.00
Climbing Set	50.00
Entrenching Tool	3.00
First Aid Belt	35.00
First Aid Bag	20.00

ADDITIONAL WINTER GEAR

Avalanche Cord	$ 2.00
Avalanche Probe	1.00
Avalanche Beacon	45.00
Parka	32.00
Winter Gaiters	12.00
Mountain Parka	32.00
Overboots	25.00
Lowe Pack	45.00
Skis	100.00
Bindings	40.00
Poles	10.00
Touring Skis	50.00
Sleeping Bag, down	75.00
Sleeping Bag, synthetic	60.00
Wind Pants	12.00
Ensolite Pad 1/2"	5.00
McKinley Tent	160.00
Solo Tent	50.00
Crampons	20.00
Ice Screws	8.00
Ice Hammers	14.00
Deadman Anchors	8.00
Hand Lens	5.00
Thermometer	8.00
Snow Saw	8.00

EQUIPMENT CHECK LIST

Our students deserve and are entitled to top-notch equipment, in top shape and while it is the responsibility of the entire staff to assist in this, in the end, it falls upon logistics.

Ropes: Check for frays on ends and mid-rope. A frayed or damaged rope could cost someone's life.

Webbing & Prussik Slings: Check for correct length 8' Prussik Sling and 18' webbing sling and for frayed ends and cuts.

Ice Axes: Check for broken handles and missing or frayed straps.

Ground Sheets: Check for dirt and tears and soilage.

Helmets: Check for broken straps or missing cushion at top, inside.

Tarps: Check for tears, burn holes, missing grommets or tabs.

Water Bottles: Check for foul odors and dirt, missing tops.

Carabiners: Check for rusted or damaged gates, gates and locking nuts which do not move freely.

Ponchos: Inspect for rips and burn holes and set aside for repairs when necessary.

First Aid Kits & Resupply Boxes: Must be emptied and checked for all necessary items. (See attached lists) Charge responsible person in the patrol for missing first aid items.

Sleeping Bags: Check to see zippers work smoothly and that there are no burn holes or rips.

Stuff Sacks: Check for tears and missing draw string.

Gaiters: Check for drawstrings missing, hooks and grommets gone, and for tear and burn holes

Compasses: Check for bubbles or missing liquid. Check to see that they all point to magnetic north.

Cook Kits: See that they are clean, the handles on, and that the two pots and one frying pan are all there.

Whistles: Check to see that they are not clogged with dirt and the little ball inside is not missing.

Matchbox: Check to see that there are matches in it and that the top is not broken or stripped.

Helly Hansen: Should be free from rips and burn holes and not heavily soiled.

Sleeping Bag Liners: Must be washed before re-use.

Packsack: Check for holes and rips and to see that the cordlock is intact.

Packframe: Check for two sleeping bag straps, backband not frayed, clevis pins in place.

Hip Belts: Check bungi cords.

SEWING CHARGES SHEET

These charges are based on (parts) and (labor).

Replacement of sleeping bag zipper.
Parts---$4.50
Labor---$2.50

Replacement of jacket zipper
Parts---$2.00
Labor---$1.50

All tears or rips in a jacket sleeve will be charged $1.00 in addition to the hole size and rip schedule.

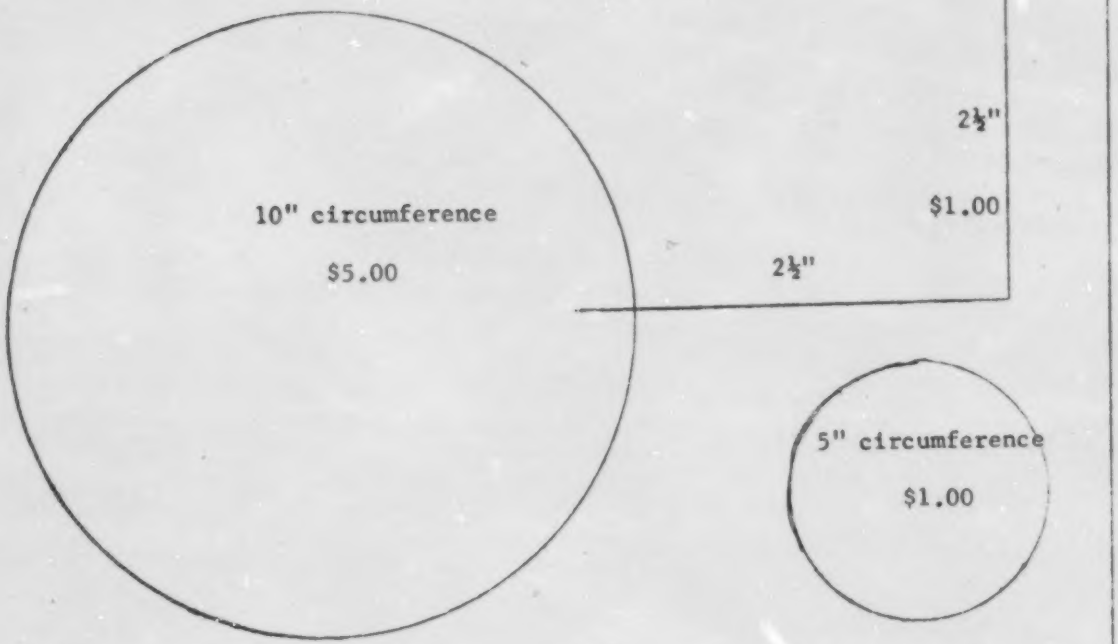
All down equipment will be charged double the regular rate for hole size and rip schedule.

Any item of equipment burned or damaged more than one-sixth of its total area will be considered completely ruined and charged at its full replacement value.

Any rip or burn hole up to a total length of five inches long or circumference of five inches will be charged one dollar.

Any rip or burn hole under this size will be charged a sum of 50¢ per hole or rip.

Any rip or burn hole up to and including a circumference of 10" or length of 10" will be charged $5.00.



501 THE SKYLINE CRUISER

CAMP TRAILS

502 THE
ADJUSTABLE SKYLINE

HOW TO ADJUST THE 502,

The 930 Spacer Kit gives the 502, 302 and 315 frames an adjustment range of 4½" (3" for 502) at 1" intervals. There are six (four for 502) adjustment positions (See Illustration A). Proper adjustment is important for maximum comfort.

To adjust the shoulder straps to the proper location:

1. Put on pack weighted to a realistic load.
2. If the top of the shoulder pads are horizontal with or slightly above the top of the shoulders, and the hipbelt's horizontal seam is at the top of the pelvis, the frame is properly fitted. (See Illustration B.)
3. If the frame does not fit properly, remove ring clips (A).
4. Remove adjustment pin (B). Spacers will drop off the pin as it is removed (C).
5. Place shoulder pad in desired position for proper fitting and reinstall spacers and adjustment pin.
6. Insert ring clip (A).

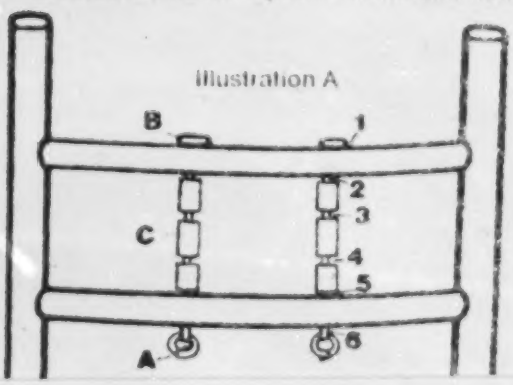


Illustration A

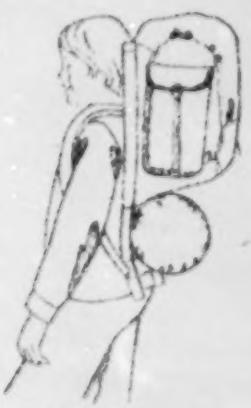


Illustration B

NOTE: 302 AND 315 – SIX POSITIONS: #1-#6
502 – FOUR POSITIONS: #2-#5

MAINTENANCE MANUAL
FOR
FOR OPTIMUS 111B

GENERAL MAINTENANCE PROCEDURES:

The real problems of a very high percentage of stoves returned for repair have been caused by not following operating instructions. As a general rule, after making a visual inspection of the stove for obvious defects, light it according to the instructions and check all phases of its operation to determine the exact trouble.

The visual inspection should include the following:

1. Assure that no parts are missing.
2. Assure that proper fuel is being used.
3. Check nipples, packing nuts, etc. for tightness.
4. If unit has a self-cleaning needle, operate it to assure that it protrudes through the nipple. Turn the spindle fully closed and check the "feel." If it stops "hard," check the adjustment of the needle.
5. Clean all nipples, including quicklighter, if installed.
6. Check for deteriorated tank cap seal

SPECIAL MAINTENANCE PROCEDURES:

1. Cleaning the nipple:

   Turn the wheel to the left (counter clockwise) as far as possible and then quickly back again. As a rule the flame does not go out, but for emergency keep a match at hand. Note: The flame should not be regulated with the cleaning needle, i.e. with the wheel in cleaning position.

To assure complete cleaning, remove the nipple and insert the cleaning needle. Then blow to clear foreign material from the inside of the nipple. Pressurize tank with nipple off to flush foreign material from inside the evaporator or burner. Replace nipple and tighten securely.

2. Replacing the cleaning needle:
   A. Screw out the nipple with key or wrench.
   B. Turn the wheel to the left and take out the cleaning needle. Then turn the wheel back to the right as far as possible.

C. Put in the new cleaning needle with cogs against the cogs of the spindle using a pair of tweezers (a match or rubber end of a pencil), sticking the needle into the end of it, Figure 4.
D. Turn the wheel to the left far enough to let 3 to 4 cogs pass. While doing this, keep the needle pressed hard against the cogs of the spindle, so that a click will be heard for each cog passed.
E. Turn the wheel to the right as far as possible and screw in the nipple.

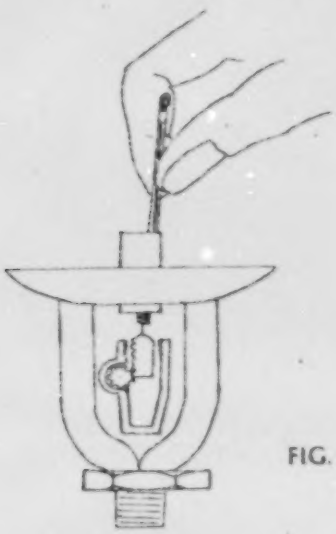


FIG. 4

If the cleaning needle is put in correctly, it should be visible in nipple hole after turning the wheel not more than 1/3 turn to the left from closed position.

3. To replace the spindle packing:
The procedure is the same as when replacing the cleaning needle. Screw out the nipple, take out the cleaning needle. Screw out the box nut and the spindle. Replace the packing.

REPAIRING LEAKAGE IN OPTIMUS STOVE

1. Remove the outer cover, inner and pump, but leave the vaporizer (burner). Pour out all fuel.
2. Check that the nipple and packing nuts are tight.

3. To find whether there is a leakage, pressurize the tank to 20-25 PSI. Put a finger on the nipple so that no air escapes out of it and place the stove into a tank of water.

4. Should there be a leakage, bubbles would arise to the surface. Note where the bubbles rise up. If leakage is from a non-soldered joint or connection, repair or tighten.

5. If leakage is from a solder joint or tank, rinse out the tank thoroughly with warm water. (NOTE: Assure through cleaning so that no fuel fumes remain.)

6. (a) Should the leakage be around the pump or around the bottom, clean the place thoroughly so that it can be ready for soldering. Paint the area to be soldered with a soldering acid. Heat the place so that the flame is spread evenly around, and when it has been sufficiently heated, put some solder into position so that it melts down slowly. Let the solder harden by itself before cooling it off by placing the stove in a tank of water.
   (b) Should the leakage be from inside the pump, replace the pump check valve. If this is unsuccessful, the pump barrel must be removed. Heat it so that the flame always comes from the side so that the flame point runs parallel to the surface of the tank. The pump barrel will get loose, remove it and clean off all dirt, also from the tank. Paint the area to be soldered with a soldering acid. Heat the place so that the flame is spread evenly around, and when it has been sufficiently heated, put some solder into position so that it melts down slowly. (Remove the pump check valve before soldering and replace afterwards). Let the solder harden by itself before cooling it off. Push the barrel into the tank again and solder it to the tank.

7. Check the safety valve in the tank lid to ensure that the packing has not been misplaced or the valve spring broken.
8. Reassemble the stove and test it to see if it burns properly (about 15 minutes).

9. Always assure yourself that the proper fuel has been used.

Alternate method:

Empty the fuel and pressurize the stove. Brush a solution of dishwater detergent and water on all points that are suspected of leakage. Bubbles will show up where there is air leakage. Repair as described above.

RECONDITIONING CLOGGED BURNERS

1. Before going to an extensive repair procedure, assure that the nipple is clean, and eliminate other possibilities for the symptoms the burner is exhibiting. (See trouble shooting guide).

2. Remove the burner and with the spindle in the closed position, heat the burner with a torch that will bring it to a dull red color. Start on the lower end of the burner so that pressure building up inside will tend to blow the carbon debris out of the burner, Figure 5. Caution: the debris may blow out forcefully so be careful where it is pointed.

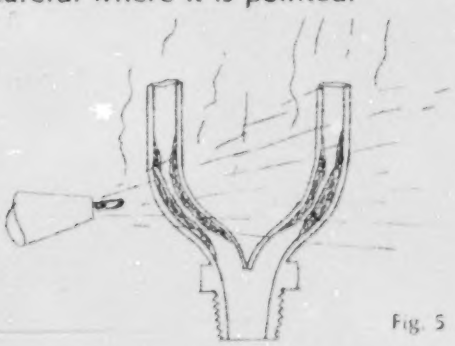


Fig. 5

3. When debris stops coming out, quench the burner in water, this will help to remove additional carbon caked to the burner walls.

4. Remove the nipple, cleaning needle and spindle and repeat the process. Then blow with high pressure air to remove all foreign matter from the burner.

5. Scrape the inside of the tubes from the bottom end with a stiff wire and blow out thoroughly from the top. Flush with kerosene.

6. Replace the inner parts, using new parts for the nipple, spindle, and spindle packing.

7. Test the burner.

TROUBLE SHOOTING GUIDE:

Symptom: Leakage around tank, lines, quicklighter, burner.

Problem	Corrective Action
1. Loose connections	1. Tighten
2. Damaged fittings	2. Replace fittings
3. Holes in tank or solder joints	3. Replace or repair
4. Leakage around burner spindle	4. Tighten, replace packing, replace spindle

Symptom: Pressure drops off too fast

Problem	Corrective Action
1. Tank too full of fuel (must be less than 3/4 full)	1. Remove some fuel
2. Pressure release screw not tight	2. Tighten
3. Leak	3. See (I) above.

Symptom: Evaporator or burner not aligned vertically

Problem	Corrective Action
1. Bent out of position	1. Bend back to proper position with hands

Symptom: Weak flame

Problem	Corrective Action
1. Clogged nipple	1. Clean or replace nipple and needle
2. Maladjusted cleaning needle	2. Adjust per instructions
3. Low Pressure	3. See low pressure symptom

Symptom: Unbalanced flame

Problem	Corrective Action
1. Dirty nipple	1. Clean or replace
2. Bad nipple	2. Replace
3. Flame spreader may be bent.	3. Bend back to proper shape, or better still, replace it.

Symptom: Burner flares up with yellowish flame.

Problem	Corrective Action
1. Not preheated sufficiently	1. Repeat preheat procedure
2. Burner spindle left open while starting	2. Close spindle before preheating or pressurizing
3. Low air pressure	3. A. Pump additionally B. See symptom "Low air pressure" Item 1.
4. Loose nipple	4. Tighten nipple
5. Bad or incorrect nipple	5. Replace or clean
6. Carbon caked in burner	6. Clean or replace
7. Bad burner	7. Replace
8. Burner or flame spreader is dirty with food, etc.	8. Clean the dirty parts and avoid spilling food being prepared.

Symptom: Erratic flame

Problem	Corrective Action
1. Debris in evaporator or burner	1. Remove nipple, needle, open spindle, pressurize tank and flush evaporator, replace nipple

Symptom: Low pressure in tank

Problem	Corrective Action
1. Air screw not tight	1. Tighten air screw
2. Bad seal in tank cap	2. Replace seal or cap
3. Cap relief valve leaks	3. Replace cap
4. Tank cap not tight	4. Tighten
5. Pump chatters or provides no resistance	5. A. Spread leather cup on pump piston, soak in kerosene or light oil and replace. B. Change pump leather or "o" ring C. Change pump check valve

Symptom: Burner will not shut off

Problem	Corrective Action
1. Cleaning needle maladjusted	1. Remove and adjust per instructions. (Note: If needle is bottoming on the evaporator body, holding the spindle from closing, it can be felt by turning rapidly to the close position. It will stop with a very hard "feel"). Figure 4
2. Foreign material in evaporator	2. Remove nipple needle, open spindle, pressurize tank and flush evaporator. Replace nipple.
3. Bad Spindle	3. Replace
4. Bad burner or evaporator	4. Replace burner or evaporator
5. The burner will not turn off at times because in the past it was cranked down too tight to turn it off and the spindle was stripped in the process.	5. Turn the burner off with firm pressure. Do not put your back muscles into the operation, firm pressure in the clock-wise direction is sufficient.

Symptom: Burner will not light

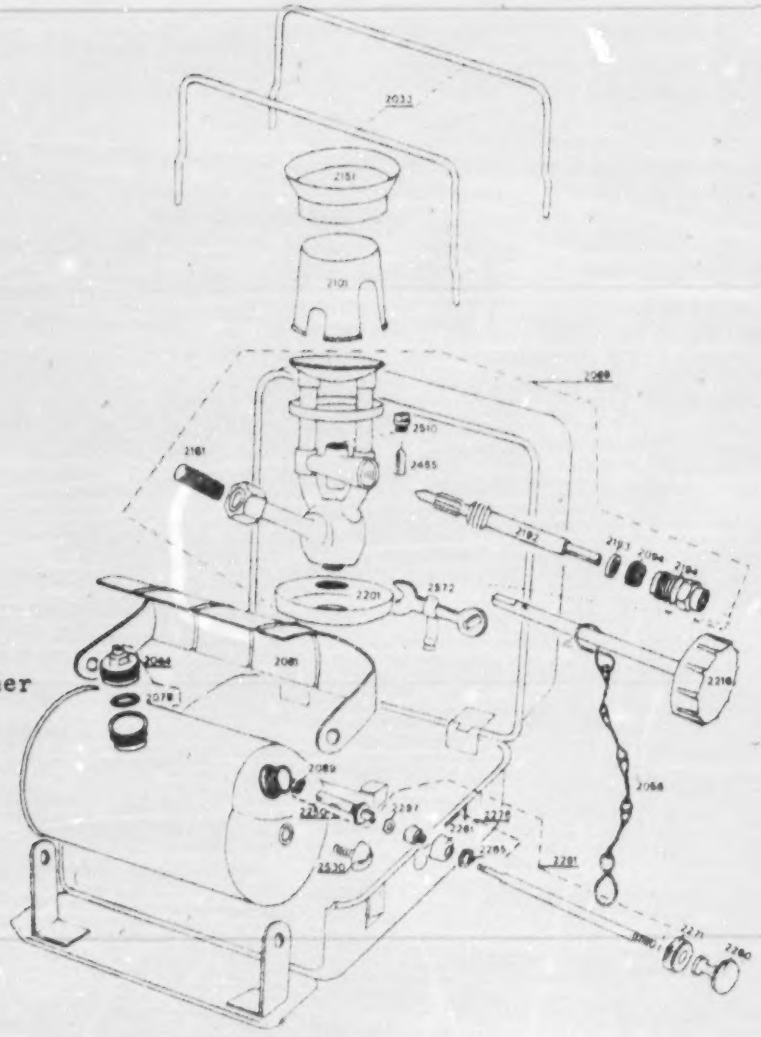
Problem	Corrective Action
1. No fuel	1. Refuel
2. No air pressure	2. Pump up or see symptom, low pressure
3. Dirt in the screen strainer and/or tank.	3. Clean out debris and use clean fuel.
4. Incorrect fuel	4. Replace with correct fuel
5. Bad evaporator or burner	5. Change evaporator or burner
6. Plugged nipple	6. Clean or replace
7. Broken control spindle	7. A. Replace spindle B. Replace burner/evaporator

Symptom: Flame blows too far away from burner head

Problem	Corrective Action
1. Too high pressure	1. Release partial pressure
2. Incorrect fuel	2. Check fuel and change
3. Flame spreader may be bent or in an unstable incorrect position.	3. Replace the flame spreader or seat it properly.

SPARE PARTS FOR OPTIMUS 111B

For 111
Use 206 burner



2068 Burner with spirit cup

2033 Support for cooking vessel
2044 Tank lid
2056 Chain
2061 Protecting shield
2078 Rubber packing
2089 Lead packing
2094 Graphite packing
2101 Windshield
2151 Flame ring
2161 Strainer
2192 Valve spindle
2193 Metal ring
2194 Stuffing box
2201 Spirit cup
2216 Outer spindle with wheel
2250 Pump valve
2261 Leather cup
2265 Piston nut
2267 Piston rod nut
2271 Pump lid
2276 Pump piston
2280 Pump knob
2291 Pump rod with piston

2455 Cleaning needle
2510 Nipple
2530 Screw
2572 Key for nipple and stuffing box

2908 Offsettryck 74 7017

Manufactured by AB Optimus, Upplands Vasby, Sweden

DIRECTIONS FOR USE

OPTIMUS 111B

NOTE: To clean nipple, turn to left, to shut off, turn to right, for full flame, turn to centre. Open the lid of the box so that it forms a windshield, and pull down the front part with the tank. Put on the wheel and turn it to the right as far as possible, if the burner is not already shut off.

FILLING: Use only white gas or Coleman fuel. Do NOT fill tank more than 3/4.

HEATING: Screw on tank lid tight. Give the pump a few strokes. Open the spindle by turning the wheel a little to the left letting gasoline ooze out through the nipple until the spirit cup is filled almost to the brim. Turn the wheel to the right as far as possible and light the gasoline in the cup.

LIGHTING: When the gasoline is almost burnt out, but not before, open the spindle by turning the wheel a little to the left, letting the gas out through the nipple. The gas should ignite. Give the pump 10-15 strokes. For full flames turn the wheel to centre.

REGULATING THE FLAME: Turning the wheel a little more to the left will give a bigger flame, to the right a smaller flame. The flame should not be regulated with the cleaning needle, i.e. with the wheel in cleaning position.

EXTINGUISHING: Turn the wheel to the right as far as possible and leave it in that position.

CLEANING THE NIPPLE: Turn the wheel as far as possible to the left and then quickly back again. Keep a lighted match ready, should the flame go out.

TO REPLACE THE CLEANING NEEDLE:

1. Take off the flame ring and screw out the nipple with key.
2. Turn the wheel to the left and take out the cleaning needle with a pair of small flat pliers or tweezers. Then turn the wheel back to the right as far as possible.
3. Put in the new cleaning needle with the cogs against the cogs of the spindle.
4. Turn the wheel 1/3 turn to the left to let 3 to 4 cogs pass. While doing this keep the needle pressed hard against the cogs of the spindle, so that a click will be heard for each cog passed.
5. Turn the wheel to the right as far as possible and screw in the nipple.

NOTE: If the cleaning needle is put in correctly, it should be visible in the nipple hole after turning the wheel not more than 1/3 turn to the left from closed position.

TO REPLACE THE SPINDLE PACKING: The procedure is the same as when replacing the cleaning needle. Screw out the nipple, take out the cleaning needle, screw out the box nut and the spindle. Replace the packing.

CAUTION: Fuel should always be stored a safe distance away from the stove when it is being operated. Care should be taken to note the direction of the wind in relation to the fuel storage area so that fumes cannot reach the flame source and vice versa.

Some important hints.

1. Never fill the tank more than to 3/4.
2. When the stove is not used, the wheel should be shut off, otherwise gasolene may ooze out through the nipple.
3. If the pump does not work satisfactorily, the leather packing has probably become dry. Unscrew the pump lid and take out the pump rod, oil or soak with paraffin the leather washer, and replace the pump rod, taking care not to damage the washer. This can be done without any risk while the burner is burning.
4. If vapour leaks out at the regulating spindle, screw the nut a little tighter.

LOGISTICS FIRST AID RESPONSIBILITIES

1. Logistics personnel shall have a background in First Aid and knowledge of the First Aid and Emergency section of the Instructors Handbook.

2. Logistics will assure the proper packing of all First Aid kits with the approved items. They shall also maintain an adequate re-supply locker.

3. Familiarization of the plans in the Instructor Handbook for rescue operations.

4. Familiarization of all necessary forms:
   a. EMERGENCY NOTICE
   b. ACCIDENT REPORT
   c. DOCTORS' FORM

5. Complete a list of names, phone numbers, of people in your area who can be of help.

		Location	Phone
a.	Sheriff		
b.	Doctors		
c.	Hospitals		
d.	Base Phone		
e.	Denver Office Staff:	Templin	659-7292
		Nold	377-0671
		Evans	838-5239
		LaMotte	427-0474
		Walsh	443-6439
		Downey	420-1810

6. Other help (see your Course Director)

Colorado OUTWARD BOUND School
ACCIDENT REPORT

PROCEDURES

- In the event of a very serious incident such as life-or-death situation, major limb fracture, or other critical emergency, the office must be notified as soon as possible.
- The Program Director must be informed within three working days if a student visits a doctor or hospital. If he is admitted to the hospital the Course Director must notify the office and the victim's next of kin by telephone as soon as possible.
- Any significant safety-related incident where injury was avoided should be documented by the instructor for the Course Director's "near-miss" report.
- Superficial problems such as minor scratches, simple blisters, mild sunburn, etc., do not require reporting.
- For all non-superficial injuries and illnesses - even if not caused by the program - the information below is to be provided by the instructor, reviewed by the Course Director, and submitted to the Program Director at the end of the course.

FORMAT for reporting non-critical accidents and illnesses (the OBI format is required for critical incidents.) Please answer the following, attaching additional sheets if necessary. If a question if not applicable, indicate by N/A.

1. Victim's name_____age_____sex_____
2. Course # and area_____course day___activity_____
   date_____time_____.
3. Nature and extent of injuries_____
   _____
4. Location and elevation_____
5. Weather and terrain conditions_____
6. Statement of how accident occurred_____
   _____
7. Details for first aid and rescue (litter of heli evac, etc.)_____
   _____
8. Analysis and recommendations_____
   _____
9. Physician's name, town or institution_____
10. Disposition of the victim. (Did he/she return to the course? Go home? To the hospital? When? Where? etc.) _____
    _____
11. Instructor or staff member in charge; other staff/students present; witnesses_____
12. _____
    (signature of person filling out this report) (date)

-CONTINUED-

Accident Report Continued

FORMAT

13. Comments of Course Director _____

_____

14. _____
Course Director's signature) (date)

_____

Colorado OUTWARD BOUND School
MEDICAL CARE INFORMATION

To the Course Director: This form should accompany any student or staff member who visits a doctor or clinic. It is to be reviewed for your information and action and returned to the COBS office in Denver at the end of the course. NOTE: ITEM 1 SHOULD BE COMPLETED BEFORE VISITING THE DOCTOR.

TO THE DOCTOR: To help us make the best decision for recuperation or follow-up case, would you kindly provide us with the following information on the Outward Bound student or staff member you have just examined.

1. Name _____ Date & day of injury _____

Instructor _____ Course # & area _____

2. Nature of illness or injury _____

_____

3. Medication and treatment recommended _____

_____

_____

4. Should this person be permitted to resume his physically demanding Outward Bound course? What restrictions or limitations should be made?

_____

_____

_____

SIGNED _____ (attending physician)

DATE _____

ACCOUNTING AND CONTROL OF PRESCRIPTION DRUGS

National Safety Policy now includes the following provision:

> "Each drug issued to each instructor should be held accountable and a written report submitted to the Chairman of the local Safety Committee each time any of the drugs...is used. This should include a description of the indication for use, amount given, etc."

The following control and reporting procedures will insure compliance:

1. Logistics coordinators will be issued drug kits for their courses which they in turn will issue to individual Instructors. These kits will be issued, signed for, and returned at the end of each course like other course equipment and returned to Denver at the end of the summer.
2. Instructors are accountable for all drugs issued to them. The Course Director also is responsible for providing the Program Director with the data required by National Safety Policy.
3. The Program Director will submit a written report to the Chairman of the Safety Committee via the School Director.

HD:ng
4/76

Colorado OUTWARD BOUND School

Instructors' Drug Kit

The Safety Committee of the Colorado OUTWARD BOUND School has reappraised the need for medicinal drugs in the field. Instructors are not authorized to give injections on courses at this school, and any administration of the medications below must be reported to the Course Director and ultimately to the School Director and Safety Committee.

Instructors are reminded that they are obligated to provide any treatment commensurate with their training and abilities, but also must exercise their utmost prudence in avoiding unwarranted administration of prescription drugs.

The following will be issued to each instructor at the start of the course and must be returned to the Logistic coordinator at the termination of the course.

1. Demerol; 50mg tablets; number 8; For severe pain
   To be administered only when
   victim has severe pain other than from head or chest injury
   Dosage: Two tablets every 4 hours

2. Benadryl; 50mg capsules, number 8; For allergies
   To be administered only when victim has severe allergic reaction.
   Dosage: One or two capsules per day

HELICOPTER ALERT PROCEDURE

Because of the costs and the hazardous nature of helicopter operations, helicopters are to be avoided if other effective means of handling a given emergency are available. Standard procedure is for administrative staff to approve all requests for helicopters, and a 24-hour answering service has been set up at the Denver office, (303) 837-0880, to facilitate this. If for any reason this contact cannot be made, field staff may, if necessary, assume the responsibility for alerting a helicopter.

In the event a helicopter evacuation is clearly warranted, the following options are available.

A. ST. ANTHONY'S "Flight for Life" from Denver

Alert by calling (area 303)
Phone: 1-800-332-3123 (24-hour dispatcher)

Advantages - expert medical care (flight nurse) and equipment
- units available 24 hours a day
- take-off in 5 minutes or less after call
- Alouette III 319 or Lama helicopters: both can land, take-off, hover in excess of 15,000'
- flight times from St. Anthony's Hospital to:

Vernal (Green River)	1 hr. 45 min.
Marble (Snowmass)	1 hr. 10 min.
Silverton (San Juans)	2 hrs.
Vail (Gore, Holy Cross)	42 min.
Crestone (Sangre de Cristos)	1 hr. 10 min.
St. Elmo (Collegiates)	50 min.

B. MAST helicopter ambulance from Ft. Carson

Alert by calling (area 303)
Phone: 579-3015

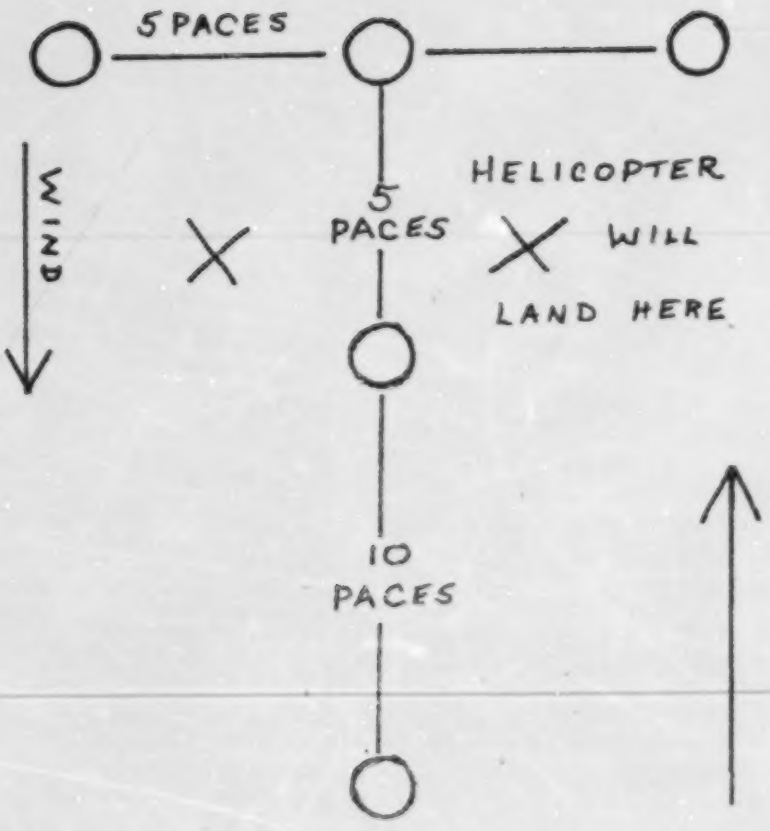
Advantages - expert emergency care (Army Medics) and equipment
- can carry 3 patients on a litter
- no cost

Disadvantages - available helicopters (Bell) are suited only for evacuations from terrain that is open and free from obstructions with a diameter preferably greater than 200 feet, such as an open meadow; limited lift capability at altitude
- Fort Carson is over 100 miles from all course areas, requiring over an hour travel time

- A landing area of at least a 60' diameter circle with no obstructions and a grade of no more than 12° is the minimum landing requirement. The Alouette can hover over ridges or small summits, however.

- The dispatcher should be warned if the flight nurses should have their equipment stowed in backpacks (in case they must walk or climb to an accident site) or if cold foul weather gear is needed.

- For night rescues, a military "T" formation of fires should be established:



STANDARD PATROL FIRST AID BELT

IN FIRST AID BELT

2 - Ace Bandages
1 - Adhesive Tape, 2" Roll
1 - Bar Soap
1 - Bottle Polymagma
1 - Moleskin 9" x 18"
1 - Spool Thread
1 - Triangle Bandage
2 - Surgipad Dressing

IN METAL BOX OF FIRST AID BELT

1 - Bottle Tincture of Benzoine
1 - Bottle Oil of Cloves
1 - Nail Clippers
1 - Package of 8 Pamprin Tablets
6 - Safety Pins
1 - Scissor
1 - Thermometer
1 - Tweezer
1 - Tube Neosporin Ointment
1 - Tube Zinc Oxide
1 - Vial Aspirin Tablets
1 - Vial Milk of Magnesia Tablets
1 - Vial Salt Tablets

IN POCKET OF FIRST AID BELT

20 - Bandaids 3/4"
8 - Gauze Pads 4" x 4"
8 - Telfa Pads 3" x 4"
6 - Accident Report Forms
6 - Emergency Notice Forms
1 - First Aid Booklet
2 - Golf Pencils
1 - Mountaineering Medicine Booklet

STANDARD FINAL EXPEDITION FIRST AID KIT FOR

C.O.B.S. SUMMER COURSE

10	3/4" Bandaids
1	Bar Soap
1	9" x 18" Moleskin
8	4" x 4" Gauze Pads
1	3" Ace Bandage
4	3" x 4" Telfa Pads
1	2" Roll Adhesive Tape
1	Vial Aspirin Tablets
1	Vial Salt Tablets
1	Scissor
1	Tweezer
4	Safety Pins
1	Package Needles
1	Triangle Bandage
1	Polymagma
1	Thermometer
1	First Aid Booklet
2	COBS Accident Report Forms
2	COBS Emergency Notice Forms
2	Golf Pencils
1	Stuff Sack

STANDARD COURSE FIRST AID RESUPPLY BOX

- 100 Bandaids
- 1 large roll of Moleskin
-14 Tubes Zinc Oxide
- 4 Triangular Bandages
- 3 Bars of soap
- 2 First Aid Booklets
-12 Rolls 2" Adhesive Tape
-100 Gauze Pads 4" x 4"
-100 Telfa Pads 3" x 4"
- 4 3" Ace Bandages
-1000 Aspirin
-100 Cold Tablets
-1000 Salt Tablets
-100 Milk of Magnesia Tablets
- 2 Pair Scissors
- 2 Tweezers
- 2 Nail Clippers
-36 Safety Pins
-36 Golf Pencils
-36 Accident Reports
- 3 Thermometers
-12 Empty Plastic Vials
- 2 Oil of Clove
- 3 Tincture of Benzoine
- 1 Metal Box
-200 Halazone
- 8 Polymagma
- 4 Surgipad dressing
- 4 Neosporin
- 4 Spool Thread
- 4 Pamprin Tablets
- 2 Mountaineering Medicine Booklets

Colorado Outward Bound School
NOTIFICATION SEQUENCE
IN CASE OF SERIOUS ACCIDENT IN THE FIELD

The following is the preferred sequence; circumstances may dictate change. (For example, if the Course Director is needed at the accident site he should delegate the notification to other reliable staff.) Sufficient information should be provided to permit notification of next of kin, etc. by administrative staff without delay. Hopefully a statement could be prepared, checked for accuracy with the Course Director over the phone, and released promptly to the news media.

I. The instructor notifies the Course Director

II. The Course Director calls:

1. Colorado Outward Bound School administrative personnel (area 303)

i. COBS Denver 837-4880
or
ii. Gary Templin 659 7292 (home)
or
iii. John Evans 838 5239 (home)
or
iv. Vic Walsh 443 6439 (home)
or
v. Hugh Downey 420 1810 (home)
or
vi. Rich Deem 421 7052 (home)
or
vii. Joe Nold 377 0671 (home)

2. Appropriate support agencies (sheriff, USFS, etc.)

3. Colorado Outward Bound School base

III. Colorado Outward Bound School administrative personnel call:

1. Chairman, Colorado Outward Bound School Safety Committee - Dr. Ben Eiseman — Office 893 7045, Home 761 0535

2. Chairman, Board of Trustees, Bob Ramsay — Office 473 6925, Home 632 7822

3. Next of kin

4. Outward Bound Inc., Greenwich, Conn. 203/661 0797
or
President, Outward Bound, Inc., Hank Taft — Home 914/698 1369

5. News media, as appropriate, via Bob Schenkein — Office 321 6372, Home 755 8227

JPE:vw
5/75

The logistic coordinator will be responsible for food purchasing, preparation (when requested by the Course Director) storage, kitchen and eating area cleanliness, garbage and trash removal from eating and cooking areas. A record of all food purchases will be kept and submitted to the Denver office upon completion of each course. Purchase orders are to be kept in a secure place and are the responsibility of the logistic coordinator. The menus and quantities which are generally acceptable to staff and students will be sent to the Denver Logistic office. This is to include both meals prepared at the base and fresh meals sent to the field.

Fresh food purchasing for field resupplies and on base use will be kept to the #3.50 maximum figure budgeted.

Program staff will receive a food reimbursement check for $60.00 (at #3.00 per day) for the purchase of their own food. All staff also will be issued the same fresh resupply meals that the students get on course.

In certain instances, especially during winter courses, an assistant coordinator may be assigned to a base by the Logistic Manager primarily to handle food purchasing, preparation and operations of the kitchen, and food storage areas.

DRY FOOD
(3 man x 17 days)

1	Malt-O-Meal	24 oz
1	Ralston	18 oz
4	Oat Meal	4 x
3	Granola	2 lb
3	Honey	16 oz
3	Peanut Butter	16 oz
2	Rye Crisp	12 oz
2	Sesame Crackers	12 oz
2	Wheat Crackers	12 oz
6	Pilot Biscuit	15 oz
3	Beef Jerky	pkg of 6
6	Dates	8 oz
1	Raisins	9 oz
1	M & M's	32 oz
1	Lemon Drops	16 oz
1	Sesame Crunch	16 oz
2	Gorp	16 oz
1	Sunflower Seeds	16 oz
1	Peanuts	32 oz
1	Soybeans	32 oz
6	Prepared Meals	ass'td
1	Rice	24 oz
3	Egg Noodles	8 oz
3	Macaroni	8 oz
13	Tuna	6 1/2 oz
10	Chicken	5 oz
6	Roast Beef	12 oz
4	Shrimp	4 1/2 oz
2	Peas	4 x
3	Mixed Vegetables	4 x
3	Carrots	4 x
1	Baking Mix	20 oz
1	Corn Bread Mix	15 oz
2	Fruit Mix	4 x
2	Applesauce	4 x
17	Soup	2 oz
9	Jello	3 oz
2	Hot Cocoa	24 oz
1	Dry Milk	20 qt
4	Lemonade	8 qt
2	Grape	8 at
50	Tea Bags	ea
2	Cane Sugar	1 lb
1	Brown Sugar	1 lb
3	Salt Shakers	ea
1	Pepper Shaker	ea
2	Scrubbies	ea
9	Food Bags	ea

DRY RATIONS
(1 man x 17 days)
or
(3 man x 6 days)

1	Ralston	18 oz
1	Oat Meal	4 x
1	Granola	2 lb
2	Honey	8 oz
2	Peanut Butter	8 oz
1	Rye Crisp	12 oz
2	Pilot Biscuit	12 oz
1	Beef Jerky	15 oz
2	Dates	pkg of 6
1	M & M's	8 oz
1	Peanuts	32 oz
1	Soybeans	32 oz
2	Prepared Meals	32 oz
1	Egg Noodles	ass'td
1	Macaroni	8 oz
4	Tuna	6 1/2 oz
3	Chicken	5 oz
2	Roast Beef	12 oz
1	Shrimp	4 1/2 oz
1	Peas	4 x
1	Mixed Vegetables	4 x
1	Carrots	4 x
2	Baking Mix	5 oz
1	Fruit Mix	4 x
1	Applesauce	4 x
6	Soup	2 oz
3	Jello	3 oz
6	Hot Cocoa	1 oz
4	Lemonade	1 qt
6	Dry Milk	1 qt
2	Grape	1 qt
16	Tea Bags	1 qt
1	Cane Sugar	16 oz
1	Salt Shaker	ea
1	Scrubbies	ea
3	Food Bags	ea

RESUPPLY

The Logistic coordinator is responsible for carrying out a SUCCESSFUL resupply. Since this is one of the most important duties of the coordinator, great attention and planning should be given to it.

The resupply is the time in which Logistics is called upon to reissue dry food, fresh food, and other necessary items as required by the course.

The resupplies need to be pre-planned before the beginning of each course with the Course Director and his senior staff. Needless to say, the resupply is extremely important to the success of each course.

In the pre-course meetings with the Course Director and his staff, you should make certain that there is complete agreement and understanding as to:

1. The exact location of the resupply (have program staff mark on map)
2. The exact dates of the resupply
3. The time of day
4. Special course requirements at resupply
5. Special needs

The School has no set procedure for a resupply, however, through past experience we have found that setting aside time blocks for the different items that need to be done will produce less confusion than trying to do everything at once.

Before you leave the resupply area, the logistics people must make sure that the area is free from trash, garbage, and other signs of people. Working with the Instructors, you should be able to get most of the students to do this work.

As has been stated before, a successful resupply takes careful planning on the part of the Logistics team. You will find that you and your staff will be very popular when you hand out the student mail or the fresh food. Here is a list of the different items that you do not want to forget:

1. Student mail (via the instructor to student)
2. Fresh food - see special section on fresh food
3. Dry food - see note
4. Equipment resupply lockers
5. First Aid resupply lockers
6. Store items - (as necessary)
7. Fuel for stoves (white gas)
8. Stokes litter for emergencies

BEST TURN THIS INTO A CHECK LIST FOR YOUPSELF

THE FRESH FOOD RESUPPLY

One of the most important activities that Logistics will handle is the fresh food resupply. As you will find, this is a tremendous moral booster, not only for the students, but the staff as well.

Before the start of the course, the Logistics Coordinator and his staff should pre-plan the fresh food menus for all resupplies during the course. You can use the ideas on the next pages as guides to follow. We have found that the indicated amounts are fairly accurate for each food item.

After you have your general menu ideas, present them to your Course Director and the instructors. Sound them out for their ideas, do they have any other ideas, improvements, etc.? Where possible, work these into your menu. If any of the staff have any special requests that are out of the ordinary, check with the Course Director for his approval. You will also need to know if the instructors plan to eat with their patrol, or together as a group. If they plan to eat with their patrol, you will need to adjust the amount per patrol.

Once that you have your menus planned, place your order with your food supplier as soon as possible (see Purchase Order Procedure). You should try to give your supplier one week's notice so he will have the proper items on hand when you pick up your order.

Pick your food up the day before you leave for the resupply. This will give you and your staff time to bring the food back to the base and repack it into boxes that can be handed out to each patrol. This should save you much hassle once you are in the field.

Plan to take time during the resupply to circulate among the students for an evaluation of the fresh food. By talking with them, you should be able to get a feeling as to what they liked, didn't like, if there was too much food, too little. Also check with the instructors to get their feeling; and with this new information in mind, try to adjust for your next resupply.

It is very important that after a resupply, the area is left as clean, if not cleaner than we found it. You should be able to solicit the help of the instructors in this matter. However, the final responsibility is on the logistics staff. You cannot leave an area until all trash has been picked up and hauled away.

Resupplies can be a real problem, yet they can be a real pleasure. Your main headache will be to provide top quality food in the quantity needed and yet stay within a budget of $3.50 a day per person.

Colorado OUTWARD BOUND School

FRESH FOOD RESUPPLY

Preferred Breakfast		Preferred Lunch	
Amt. per patrol*	Item	Amt. per patrol*	Item
1 lb.	Bacon	2	Loaves White Bread
2 doz.	Eggs	2 lbs.	Bologna &/or Salami
1 16 oz.	Orange Juice, frozen	2 lbs.	American Cheese
		2 cans	Sardines &/or Vienna sausage
9	Sweet Rolls		
1 gal.	Milk	9	Fresh Fruit
9	Fruit, Choice	9	Candy Bars
		1 jar	Mustard
		3 packs	Drink Crystals

Dinner #1 - 80 students, 12 staff		Dinner #2	
Amt. per patrol	Item	Amt. per patrol	Item
5 lbs.	Ground Beef	5 lbs.	Bottom Round
18	Hamburger Buns	9	Potatoes
2 bags	Potato Chips		Vegetables
2	Onions		Salad Items
1	Salad Dressing	9	Fresh Fruit
9	Fresh Fruit	1 lg. bag	Cookies
1 jar	Catsup	1 lb.	Carrots
1 lb. bag	Cookies	1	Onion
	Salad Items	1	Salad Dressing
	Vegetable	1 gal.	Milk
1 gal.	Milk		

Dinner #3		Dinner #4	
Amt. per patrol	Item	Amt. per patrol	Item
4½	Chicken Fryers	9 (8-10 oz.)	Round or Rib Steak
	Vegetable	9	Potatoes
	Salad Items		Vegetable
9	Potatoes		Salad Items
1 box	Muffin Mix	1 gal.	Milk
1 jar	Salad Dressing	2 gal.	Ice Cream
	Fresh fruit	1 jar	Salad Dressing

IDEAS FOR FRUIT - fresh or canned

apricots
cantalope
cherries
grapes
grapefruit
oranges
apples
watermelon
peaches
blueberries
bananas
pineapple
pears
plums
applesauce
raspberries
strawberries
prunes
coconut

IDEAS FOR VEGETABLES - fresh, canned, frozen

green beans
corn on the cob
garden peas
zucchini
potatoes
asparagus
cabbage
carrots
celery
green pepper
spinach
squash
broccoli
cauliflower

ITEMS FOR SALAD (per patrol)

2 heads lettuce
2 cucumbers
1 bunch green onions
1 bunch radishes
3 tomatoes
3 lbs. carrots
3 bunches celery

IDEAS FOR DRINK ITEMS

Wylers drink crystals
tea
canned drink flavors
frozen grape drink
milk
coffee
frozen lemonade
iced tea

* Based upon 9 students per patrol. Compensate if there are more or less students.

SPICE KIT

Salt
Pepper
Cinnamon
Garlic Powder
Chili Powder
Nutmeg
Onion Powder

DINNER IDEA #1		DINNER IDEA #2	
Amt. per patrol	Item	Amt. per patrol	Item
5 lb.	Ground Beef	5 lb.	Stew Meat
18	Hamburger Buns	9	Potatoes
2 bags	Potato Chips		Vegetable
2	Onions		Salad Items
1	Salad Dressing	9	Fresh Fruit
9	Fresh Fruit	1 lg. bag	Cookies
1 jar	Catsup	1 lb.	Carrots
1 lg. bag	Cookies	1	Onion
	Salad Items	1	Salad Dressing
	Vegetable	1 gal.	Milk
1 gal.	Milk		

DINNER IDEA #3		DINNER IDEA #4	
Amt. per patrol	Item	Amt. per patrol	Item
1 5 lb.	Canned Ham	4½	Chicken Fryers
9	Potatoes		Vegetable
	Vegetables		Salad Items
	Salad Items	9	Potatoes
9	Fresh Fruit	1 box	Muffin Mix
1 lg. bag	Cookies	9	Fresh Fruit
1 jar	Salad Dressing	1 gal.	Milk
1 gal.	Milk	1 jar	Salad Dressing

DINNER IDEA #5	Item	DINNER IDEA #6	Item
Amt. per patrol		Amt. per patrol	
9 (8-10 oz.)	Halibut Servings	9 (8-10 oz.)	Servings Top Round or Rib Steak
	Vegetables		
	Potatoes	9	Potatoes
1 box	Corn Bread Mix		Vegetable
9	Fresh Fruit		Salad Items
1 gal.	Milk	1 gal.	Milk
1 lg. bag	Cookies	2 gal.	Ice Cream
1 jar	Salad Dressing	1 jar	Salad Dressing

Amt. per patrol	Item	Amt. per patrol	Item
4 lbs.	Stew Meat		Peanut Butter/Jelly
	Stew Vegetables	2 loaves	Wheat Bread
1 gal.	Milk	2 doz.	Eggs
1	Orange	1 lb.	Good bacon
2	Plums		Salami, Cheese &
1	Apple		Bologna
2	Lettuce		Tuna Spread
	Salad Vegetables		
	Dressing	3½ lb.	Hamburger OR
	Cookies	4½ lb.	Ham
	Frozen Veg.		Buns
2 lbs.	Cereal	Small jar	Mustard
2 lg. boxes	(Individual		Pineapple
	pkgs. are too	1 gal.	Orange Juice
	small)	1 gal.	Wylers
			Bananas

FRESH FOOD MENUS

BREAKFAST	LUNCH	DINNER
Orange Juice Cheese Omelettes Toast Jam Butter Drinks	Canned Soup Salami Cheese Bologna Lettuce Tomato Cookies Drinks	Hamburgers Lettuce Tomato Onion Cheese Potato Chips Carrots Celery Pudding Drinks
Grapefruit French Toast Syrup Butter Ham Drinks	Grilled Cheese Fresh Fruit Tomato Pudding Cookies Drinks	Beef Tacos Lettuce Onion Hot Sauce Beans Pudding Drinks
Pancakes Syrup Butter Canned Fruits Sausage Drinks	Hot Dogs Canned Pork & Beans Salad Fruit Drinks	Spagetti Meat Sauce French Bread Green Salad Canned Fruits Drinks
Ralston Eggs Grapefruit Drinks	Cheese - Burritos Carrots Celery Canned Fruit Cookies Drinks	Ham with Pineapple Rice Frozen Vegetable Drinks
French Toast Syrup Butter Drinks	Canned Soup Bologna Salami Lettuce Tomato Potato Chips Fresh Fruit Cookies Drinks	Steak Baked Potato Green Salad Ice Cream Drinks

STORE

The logistic coordinator is responsible for operations, sales and resupply of the store.

Each store will be supplied with the basic items for sale such as: film, books, writing materials, T-shirts, patches, and many toilet articles. Keep the Denver office informed when items get low so that they can be resupplied. The decision to sell store items in the field during resupply times will be up to the course director. Keep a separate invoice on each student and staff member. A price list of all store items will be furnished.

1976 SUMMER STORE

40	Notecards, box of 12
20	Bandanas
20	Pens
-	Books
10	Cap, watch
20	Chapstick
100	Envelopes
20	Insect Repellant
40	Patches
10	Sunglasses
20	Suntan Lotion
20	Socks, wool
40	T-shirts
10	Turtlenecks
20	Tablets, writing
10 ea.	Film
	C-110 - 20
	C-126 - 20
	C-135 - 20
	KR-110 - 20
	KR-126 - 20
	KR-135 - 20

1976 STORE

Bandanas	.50
Pen	.20
Books	as marked
Cap, watch	1.00
Chapstick and Piz Buin Stick	.50
Envelopes	.025
Insect Repellant	2.00
Patches	1.00
Sunglasses	5.00
Suntan Lotion	1.50
Socks, wool	2.00
T-shit	2.50
Turtleneck	5.00
Tablet, writing	.50
Notecards, box of 12	.65
Film	2.00
C-110 - 20	
C-126 - 20	
C-135 - 20	
KR-110 - 20	
KR-126 - 20	
KR-135 - 20	
Postage stamps	as marked

STORE INVOICE

Purpose: To assure an accurate record of all store purchases.

Responsibility: Logistics Coordinator or store manager, if any.

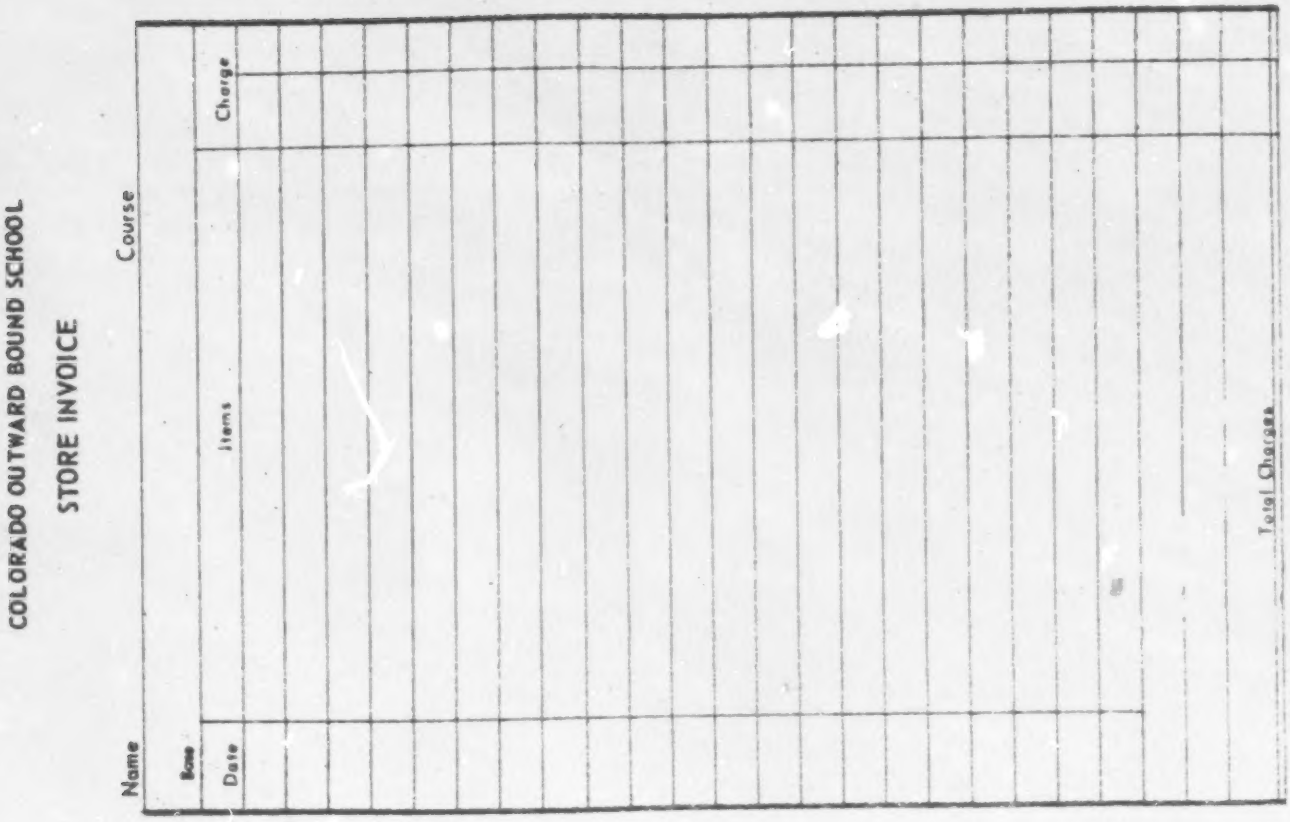
Frequency: Amount, description and cost of each item purchased and the date.

Preparation:

Name: Student's name
Course: Course number
Date: Date item sold
Items: Complete description of item, color, size. This is essential for inventory and restocking stores.
Charge: Cost of item. See store price list.

Taxes: Note that all store prices include tax.

Distribution: Keep in student patrol file or in special store file. It is best to keep all records in one place.



Insurance: Do not make any statements regarding insurance to either staff or students. Let the Denver office make these admissions regarding whether they are covered or not. COBS insurance will not cover a student if they have their own health and accident insurance. The student in either case will be billed for the first $25.00 medical expense as this is the deductible amount on the COBS insurance. Report all accidents in writing to the Denver office following the procedures set forth in the Safety Policy and program procedures. Staff accidents on the job will be reported in writing on the Workman's Compensation form provided and other accidents reported on the standard accident form. Vehicle accidents are reported on the form provided with each vehicle. Each staff member should have his own health and accident coverage when not on the job.

Petty Cash: The course director will be given an average of $200 petty cash funds to start the summer and is responsible to report the expenditures to Denver before the account can be replenished. Only use the petty cash fund for small and incidental expenses and process other expenditures through the regular system of purchase orders and requisition for disbursements whenever possible.

Miscellaneous Procedures:

1. All student reports will be sent in to Denver as soon as possible after the course ends.
2. Each course director will have an assistant instructor in Denver on the morning the course begins to ride the bus to the course.
3. Course Directors will be responsible for calling the Denver office at least once a day for the first three days of the course.
4. Right after the course begins, the patrol list will be sent to the Denver office as this list is very necessary to start office procedures regarding the course.
5. Medical forms will be completed before students leave Denver for the course. No one goes on the course without a medical.
6. Course Directors will be informed regarding which students have been given scholarships.
7. As soon as the course is over, return medical forms and other student records to Denver in order to complete student files.

FIELD EXPENSE RECORD

To be filled out for each purchase made during the course. Complete two copies - retain one, return other to business office at course end. Submit prior to course end if requesting replenishment of petty cash fund.

Course Number _____

CD - Course Director

LC - Logistic Coordinator

Dates _____ to _____ 197___

Date - date of transaction or purchase

Vendor and number - name of vendor and reference number of credit card, P.O., etc.

Food - all food or food containers

Supply - all items purchased which will go into inventory, i.e., tools, equipment, kitchen supplies, etc.

Gas and oil - vehicle supply purchases, also stove fuel

Store - stamps, store items, items for resale to students (or staff)

Transport - students sent out on bus, packages sent to denver, etc.

Medical - any physicians or hospital expense or medically related: i.e., medications. Note student name and try to collect at course end.

Miscellaneous - everything which does not fit into above categories

Total credit - total amount of purchases made on credit - Purchase Order, open account or credit cards

Total cash - total amount of purchases made with cash. This is your petty cash account.

Total expense - combine total credit and total cash columns

9151 Buff
9138 Green
2138 White

FIELD EXPENSE RECORD

COURSE _____

CD _____ LC _____ dates _____ To _____ 197_

		1	2	3	4	5	6	7	8	9	10
date	VENDOR & NUMBER	FOOD	SUPPLY	GAS & OIL	STORE	TRANSPORT	medical	MISC.	TOTAL CREDIT	TOTAL CASH	TOTAL EXPENSE

An accurate course closing is a VERY IMPORTANT part of the logistic coordinators responsibility. The following procedure will be adhered to:

The student will first turn in his equipment and his invoice will be checked off that it was returned. Items missing will be extended showing the charge for the item or any damage and totaled at the bottom of the equipment invoice showing total equipment charges. The bus charge will be entered below this figure. Check with the student if he rode the bus both ways. The bus charge given you will be for a round trip. The student should then be given the opportunity to purchase store items once more. The store invoice will then be totaled and add 3% for state sales tax and the total amount for store charges is entered on the equipment invoice below the bus charge. (NOTE: Lake City store will have to charge 5% sales tax.) The total of these three charges plus any miscellaneous charges will be the balance due by the student. The valuables should be returned to the student at this point and ask for payment. If a student cannot pay all of the balance, make notes on the invoice so the Denver office will know who to bill for the balance. ALWAYS COLLECT THE FULL AMOUNT WHEN POSSIBLE. After closing, send the white copy of the equipment invoice and the store invoice attached and the money to the Denver business office for processing. Make sure the items are all stapled together for each student. Convert all cash to a cashier's check or money order before mailing the checks into Denver (registered mail). Send in all the closing papers in a separate package apart from the money. Before closing the Denver office will inform you of special charges and/or credits that appear on student accounts and if they have paid for their boots, etc.

This is the address to which the bills are to be sent for payment:

945 Pennsylvania Street, Denver, Colorado 80203

"Date" - current date
"For" - course number and camp location
"Account Number" - leave blank
"How Ship" - Generally pick-up
"Date Required" - be specific, if supplier cannot deliver, learn early.
"Terms" - 30 day net.

Complete the section identifying the supplier, street address, city, include zip code. Please print hard with a ball point pen.

ALL PURCHASES WILL BE ITEMIZED AND PROPERLY PRICED. AN ITEMIZED PRICE LIST AND RECEIPT MUST BE ATTACHED TO THE PURCHASE ORDER.

Items you are able to purchase would include fresh food, food supplements, resupply items, vehicle repairs, emergency purchases of student gear, other use as specified by the Logistics manager.

PURCHASE ORDER

NO. 11911

COLORADO
OUTWARD BOUND
SCHOOL
(NON-PROFIT)

Colorado Outward Bound School
945 Pennsylvania Street
Denver, Colorado 80203

DATE _____ 19____

FOR _____

TO _____ ACCOUNT NO _____

ADDRESS _____ HOW SHIP _____

CITY _____ DATE REQUIRED _____

SHIP TO _____ TERMS _____

NON-PROFIT — TAX EXEMPT SCHOOL — STATE I.D. #05-04822 — FEDERAL I.D. #84-0512729

	QUANTITY ORDERED	QUANTITY RECEIVED	PLEASE SUPPLY ITEMS LISTED BELOW	UNIT	PRICE	
1						
2						
3						
4						
5						
6						

IMPORTANT
OUR ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, ETC.

RECEIVED BY:
COLORADO OUTWARD BOUND SCHOOL
BY _____ TITLE _____

PERSONAL EFFECTS

The Logistic coordinator will be responsible for properly recording and securing personal effects of the students. A form is provided for this purpose. Usually, this is accomplished at the beginning of the course. In addition to securing the students valuables, it also is a method of determining if the student is able to pay store and equipment charges.

Preparation of the personal effects receipt will be as follows:

Cash: Amount is recorded next to the $ sign.
Traveler's checks: Total amount recorded.
Billfold: Including any particularly important I.D.
Watch: They break easily in the field and we recommend that valuable ones be left with us.
Rings: They too can get lost and catch on things. Those married students who have wedding bands may wish to wear theirs and should not be discouraged from that.
Camera: If not taken on the course: note kind, model, and if any extra lenses, etc. are included.
Received by: The instructor must visually see each item put into the personal effects envelope.
Received by: When the valuables are returned, the student signs and dates the form under student's signature if all valuables recorded are accounted for.
Date: Signature and date of Instructor.

Distribution: White and Yellow copy go into the student's file or locked up in the valuables locker by patrol. Pink copy goes into the envelope with the valuables.

COLORADO
OUTWARD BOUND
SCHOOL
INCORPORATED

PERSONAL EFFECTS RECEIPT

Cash	$		
Traveler's Checks	$		
Billfold			
Travel Tickets			
Watch			
Rings			
Camera			
Received by: Instructor's Signature	Date	Received by: Student's Signature	Date

REQUISITION FOR DISBURSEMENT

Purpose:	The purpose of the Requisition for Disbursement form is to insure a prompt and accurate settlement of any funds spent by staff for COBS business.
Responsibility:	The Requisition for Disbursement form will be filled by the person who used his own monies for COBS business and wishes to be reimbursed.
Preparation:	Pay to: the person wishing reimbursement. Date requested. Date required. Address: Your mailing address. Describe and itemize all purchases and expenditures and include itemized receipts. Account Number if known. Requested by: Your name. Approval: Person responsible: Logistics Manager, Course Director, Business Manager. Total to Pay: Total amount due you.
Distribution:	Mail the requisition for disbursement form and all related receipts to the Business Manager at the Denver office.

REQUISITION FOR DISBURSEMENT

Colorado OUTWARD BOUND School

Pay To:_____ Date Requested:_____

Address:_____ Date Required:_____

Describe and itemize below in detail reason for disbursement and attach all receipts.

	ACCOUNT	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Requested by:_____

Approval:_____ TOTAL TO PAY $_____

MAP ORDERING PROCEDURE

If the maps your Course Director has ordered and which you are provided at the start of the course, are not sufficient quantity or different maps are needed, you should first call the Denver office and ask Hugh or Ron if we have those maps in stock.

If not in stock, check the Colorado Map Index for the correct map, then check to see that that map is listed on the Map order form and request the map by quantity, description and size.

Example: 15 Diamond Peak 7 1/2'

Please remember that maps are not a disposable or expendable item. They cost us 75¢ each for 7 1/2' and 15' and $1.00 each for the 1:250,000 size. If we order more than $300 worth of maps we get a 30% discount.

To help preserve maps we advise that they be kept in plastic sacks and checked in and out to the instructor at the start and finish of the course. If possible always return the same maps to the instructor who first had them. Some people take better care of equipment and they should not be penalized for someone else's mistakes.